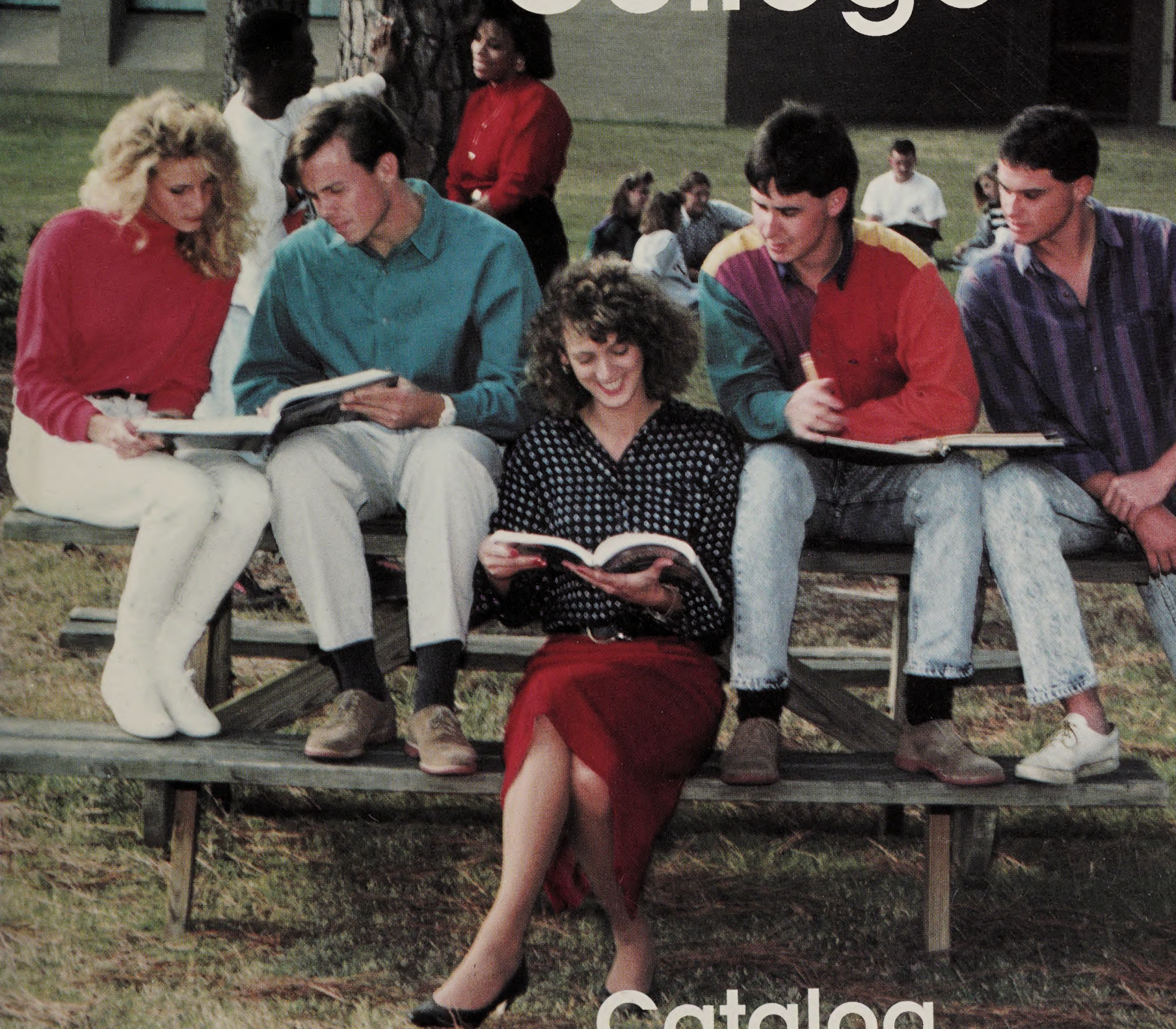


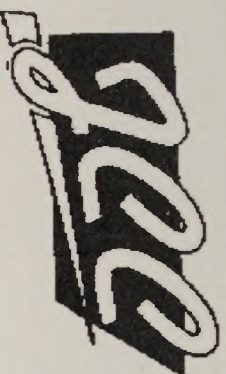
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# Johnston Community College



Catalog  
1992-1994





JOHNSTON  
COMMUNITY  
COLLEGE

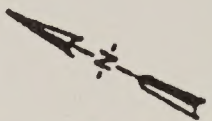
# CAMPUS MAP

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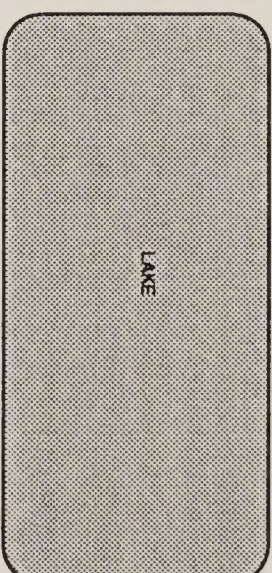
HIGHWAY  
70

Maintenance

Carpentry	Greenhouse & Grounds
Electrical Wiring	Maintenance
Commercial	Basic Law
Art	Enforcement Training
(9)	Upholstery Lab

GREENHOUSE

GREENHOUSE



LAKE

FIRE AND RESCUE  
SERVICE TRAINING  
AREA

TO  
RALEIGH

PARKING

PARKING

Library

(16)

ARTS & LEARNING  
CENTER

Paul A. Johnston  
Auditorium

(TRUCK DRIVER  
TRAINING)

(13)

VOCATIONAL  
B L D G.

PARKING

PARKING

TECHNICAL BLDG.

(11)

WILSON BLDG.

(8)

FACULTY & STAFF PARKING

STUDENT PARKING

LAKE

AUDITORIUM  
AND  
STUDENT  
PARKING

COLLEGE DRIVE



# JOHNSTON COMMUNITY COLLEGE

## 1992 CATALOG 1994



N.C. DOCUMENTS  
CLEARINGHOUSE

JAN 26 1993

N.C. STATE LIBRARY  
RALEIGH

Member Institution of the North Carolina  
Community College System

Johnston Community College is accredited by the Commission on  
Colleges of the Southern Association of Colleges and Schools to award  
the Associate Degree

For additional information, contact  
Johnston Community College  
Highway 70 East  
P.O. Box 2350  
Smithfield, North Carolina 27577  
Telephone (919) 934-3051



## AN EQUAL OPPORTUNITY INSTITUTION

Johnston Community College is committed to a policy of equal opportunity in all areas of education and employment. Accordingly, Johnston Community College does not practice or condone discrimination in any form against students, employees, or applicants for admission or employment on the basis of race, color, sex, handicap, age, religion, or national origin. The College is committed to full compliance with all federal laws and regulations prohibiting discrimination.

This catalog is issued to provide information concerning the College and its programs. The announcements listed are subject to change without notice and should not be considered as binding obligations on the College or State.



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1992-93  
CALENDAR  
SEPTEMBER, 1992 — SEPTEMBER, 1993

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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October

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November

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January

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31						

February

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March

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April

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May

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30	31					

June

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July

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August

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September

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19	20	21	22	23	24	25
26	27	28	29	30		



## 1992-93 CALENDAR OF EVENTS

### Fall Quarter, 1992-93

Orientation and Registration.....	Wednesday & Thursday, September 2 & 3
Classes Begin .....	Tuesday, September 8
Last Day for Late Registration and Adding Courses .....	Monday, September 14
Last Day to Drop Without Grade Penalty .....	Thursday, October 15
Early Registration for Winter Quarter.....	October 26-30
Examinations.....	Friday & Monday, November 20 & 23
Last Day of Classes.....	Monday, November 23
Grades Due .....	Tuesday, November 24

### Winter Quarter, 1992-93

Registration .....	Monday, November 30
Classes Begin .....	Tuesday, December 1
Last Day for Late Registration and Adding Courses .....	Monday, December 7
Christmas Holidays Begin 10:00 p.m.....	Wednesday, December 23
Classes Resume 8:00 a.m.....	Monday, January 4
Martin Luther King Holiday .....	Monday, January 18
Last Day to Drop Without Grade Penalty .....	Tuesday, January 19
Early Registration for Spring Quarter.....	February 1-5
Examinations.....	Wednesday & Thursday, February 24 & 25
Last Day of Classes.....	Thursday, February 25
Grades Due .....	Friday, February 26

### Spring Quarter, 1992-93

Registration .....	Thursday, March 4
Classes Begin .....	Friday, March 5
Last Day for Late Registration and Adding Courses .....	Thursday, March 11
Last Day to Drop Without Grade Penalty .....	Wednesday, April 14
Easter Holiday Begins 10:00 p.m. ....	Thursday, April 8
Classes Resume 8:00 a.m.....	Monday, April 12
Early Registration for Summer Quarter .....	April 26-30
Examinations.....	Thursday & Friday, May 20 & 21
Last Day of Classes.....	Friday, May 21
Grades Due .....	Monday, May 24

### Summer Quarter, 1992-93

Registration .....	Wednesday, June 2
Classes Begin .....	Thursday, June 3
Last Day for Late Registration and Adding Courses .....	Wednesday, June 9
Independence Holiday.....	Friday, July 2
Last Day to Drop Without Grade Penalty .....	Tuesday, July 13
Early Registration for Fall Quarter.....	July 26-30
Examinations.....	Wednesday & Thursday, August 18 & 19
Last Day of Classes.....	Thursday, August 19
Grades Due .....	Thursday, August 19
Graduation .....	Thursday, August 19

NOTE: Thursday, August 19 will follow the Friday day class schedule. Evening classes will not meet August 19. The General Education Summer Session Calendar will be published at a later date.



# 1993-94

## CALENDAR

### SEPTEMBER, 1993 — SEPTEMBER, 1994

#### September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

#### October

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					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### November

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### December

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				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### January

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23	24	25	26	27	28	29
30	31					

#### February

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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

#### March

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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### April

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
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#### May

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### June

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9	10	11	12	13	14	15
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#### July

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### August

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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#### September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



## 1993-94 CALENDAR OF EVENTS

### Fall Quarter, 1993-94

Orientation and Registration.....	Tuesday & Wednesday, September 7 & 8
Classes Begin .....	Thursday, September 9
Last Day for Late Registration and Adding Courses .....	Wednesday, September 15
Last Day to Drop Without Grade Penalty.....	Monday, October 18
Early Registration for Winter Quarter.....	November 1-5
Examinations.....	Tuesday & Wednesday, November 23 & 24
Last Day of Classes.....	Wednesday, November 24
Grades Due .....	Monday, November 29

### Winter Quarter, 1993-94

Registration .....	Wednesday, December 1
Classes Begin .....	Thursday, December 2
Last Day for Late Registration and Adding Courses .....	Wednesday, December 8
Christmas Holidays Begin 5:00 p.m.....	Thursday, December 23
Classes Resume 8:00 a.m.....	Tuesday, January 4
Martin Luther King Holiday.....	Monday, January 17
Last Day to Drop Without Grade Penalty.....	Thursday, January 20
Early Registration for Spring Quarter.....	January 31-February 4
Examinations.....	Friday & Monday, February 25 & 28
Last Day of Classes.....	Monday, February 28
Grades Due .....	Tuesday, March 1

### Spring Quarter, 1993-94

Registration .....	Monday, March 7
Classes Begin .....	Tuesday, March 8
Last Day for Late Registration and Adding Courses .....	Monday, March 14
Last Day to Drop Without Grade Penalty.....	Friday, April 15
Easter Holidays Begin 10:00 p.m. ....	Thursday, March 31
Classes Resume 8:00 a.m.....	Monday, April 4
Early Registration for Summer Quarter .....	April 25-29
Examinations.....	Monday & Tuesday, May 23 & 24
Last Day of Classes.....	Tuesday, May 24
Grades Due .....	Wednesday, May 25

### Summer Quarter, 1993-94

Registration .....	Wednesday, June 1
Classes Begin .....	Thursday, June 2
Last Day for Late Registration and Adding Courses .....	Wednesday, June 8
Independence Holiday.....	Monday, July 4
Last Day to Drop Without Grade Penalty.....	Tuesday, July 12
Early Registration for Fall Quarter.....	July 25-29
Examinations.....	Wednesday & Thursday, August 17 & 18
Last Day of Classes.....	Thursday, August 18
Grades Due .....	Thursday, August 18
Graduation .....	Thursday, August 18

NOTE: Thursday, August 18 will follow the Monday schedule for day and evening classes.  
The General Education Summer Session Calendar will be published at a later date.







# THE COLLEGE

History

Purpose and Objectives

The Campus

The Learning Resource Center

Continuing Education

Community Services



## HISTORY

Johnston Community College had its beginnings in early 1967 when the Smithfield Chamber of Commerce appointed a steering committee headed by the late M. Brack Wilson, Sr., a prominent Smithfield businessman and civic leader, to study the need for a postsecondary educational institution for Johnston County and surrounding areas.

This study led to the establishment in 1969 of Johnston County Technical Institute, the fifty-first institution in the North Carolina Community College System.

M. Brack Wilson, Sr. was elected Chairman of the Institute's newly-appointed Board of Trustees, and William R. Britt, Vice-Chairman.

Dr. John L. Tart was chosen by the Board to be the founding President of Johnston County Technical Institute. In September, 1969, under his leadership, the Institute enrolled more than 500 students in 29 evening courses at its temporary campus at the former Forest Hill School on Highway 301 South near the town of Four Oaks.

Adult High School classes were soon offered and a new industry training program was initiated in December, 1969. General Office Technology was the Institute's first full-time, on-campus program. The first full-time off-campus program was Basic Electrical Installation and Maintenance which began in June, 1970.

The Institute climaxed its first year of operation with Adult High School graduation exercises on August 26, 1970. Occupational education curriculum programs also began that fall and included a unique Veterans Farm Cooperative training program in conjunction with the Johnston County Public Schools.

In January, 1971 the name Johnston County Technical Institute was changed to Johnston Technical Institute and in August its first full graduation was held with 31 curriculum students receiving diplomas.

As student enrollment increased, the need for a permanent campus became clearly evident. Accordingly, a one-hundred acre tract of land, located near the center of the County at the intersection of Interstate Highway 95 and U.S. Highway 70, east of Smithfield, was purchased by the Board of Trustees on December 4, 1971.

Although growth continued, progress was not always even and smooth. In the early morning of February 12, 1976, a major fire destroyed the main classroom building on the Forest Hills campus. The cause of the fire was thought to have resulted from faulty wiring.

Arrangements were made immediately to continue classes in temporary quarters at various off-campus locations and in the gymnasium on the campus.

Prior to the fire, the first major building on the permanent campus east of Smithfield was under construction. It provided 51,000 square feet for classrooms, laboratories, shops and other modern facilities for postsecondary adult education and was named the Wilson Building for the Institute's first Board of Trustees Chairman.



On September 13, 1976, students began classes on the new campus. Completion of three additional buildings added 30,000 square feet of classroom and laboratory space.

The Institute was fully accredited by the North Carolina State Board of Education on July 7, 1977 and by the Southern Association of Colleges and Schools on December 13, 1977.

On June 2, 1980, by action of the Johnston County Board of Commissioners, the name of Johnston Technical Institute was changed to Johnston Technical College.

During 1981, enrollment exceeded 2,500 full-time equivalent students. Buildings and facilities were being utilized to a practical maximum, and plans were developed to construct a vocational building of 17,500 square feet to provide laboratories, classrooms and faculty office space for Diesel Mechanics, a Machine Shop and Truck Driver Training.

Construction of this facility was completed in early 1983. The North Carolina Truck Driver Training School, the oldest publicly operated program of its kind in the Nation, was moved to the Smithfield campus from Raleigh in August, 1983. Subsequently a comprehensive fire fighting and rescue squad educational facility was constructed in cooperation with county rescue squads and fire departments. This training complex was completed in 1988.

An addition to the Wilson Building was completed in the spring of 1985 to provide additional classrooms, facilities for a computer center and a more adequate student lounge.

In August, 1987, the Trustees and Johnston County Board of Commissioners acted to change the name of Johnston Technical College to Johnston Community College.

Construction was begun in October 1987 on a new building which was to include larger learning resources facilities, an auditorium and classroom space. Through a county-wide fundraising campaign, contributions were provided to build the 1000-seat Paul A. Johnston Auditorium to be used by the College and the community. The complex, known as the Johnston Community College Arts and Learning Center, was formally dedicated on August 20, 1989.

An addition to the Art Building was completed in the Fall of 1990 and plans were drawn for an Allied Health-Science Building to be constructed when state capital funds are allocated.

## **PURPOSE AND OBJECTIVES**

The purpose of Johnston Community College is to provide comprehensive occupational, general, and continuing education programs, and community service activities for Johnston County and surrounding areas. The College opens its doors to the community and seeks to provide for the fullest possible development of the potential of all students in order that they may increase in knowledge and understanding of life; that they may develop occupational proficiencies in accordance with their interests,



talents, and aspirations; and that they may continue their personal growth as responsible citizens in a democratic society.

### **PRIORITIES OF THE COLLEGE**

1. To provide technical and vocational education which prepares individuals for employment, career updating, and advancement.
2. To provide two years of postsecondary general education designed for transfer to four-year institutions.
3. To provide continuing education including literacy programs as needed by individuals, community groups, local businesses and industries.
4. To provide guided studies courses for individuals whose levels of achievement indicate a need for specialized educational assistance in order to attain their educational goals.
5. To provide student services to guide students in the exercise of self-direction in career and personal planning and in the solution of problems.
6. To provide cultural enrichment and other community service activities which reflect the interests and desires of the service area.

### **INSTITUTIONAL GOALS**

1. **INSTRUCTIONAL PROGRAMS**  
To plan and provide a comprehensive curriculum and extension program committed to quality teaching and successful student achievements.
2. **FACULTY AND STAFF**  
To plan and provide opportunities for faculty and staff to develop professionally.
3. **STUDENTS**  
To plan and provide quality educational and support programs within an open-door context.
4. **ADMINISTRATION AND FINANCE**  
To provide a management and planning system which ensures productivity, fiscal responsibility, and accountability in the use of public funds; to provide for the utilization and distribution of all available financial resources to strengthen academic and support programs within established budgets.
5. **FACILITIES**  
To plan, provide, and maintain educational facilities which will be safe, flexible, and designed to enhance student learning, achievement, and development.



## 6. INSTITUTIONAL DEVELOPMENT

To project a positive image through marketing and public relations activities to the college's various publics; to provide institutional development programs which will support the college's goals and educational programs through planning, research, and external funding coordination.

## 7. COMMUNITY

To provide services appropriate to the community's civic, economic, and cultural needs.

# THE CAMPUS

Johnston Community College is located on a 100-acre campus near the intersection of U.S. Highway 70 and Interstate 95 East of Smithfield, North Carolina.

## THE LEARNING RESOURCE CENTER

The Learning Resource Center at Johnston Community College consists of the library, the learning lab, and the audiovisual area. The primary purpose of the LRC is to provide materials and services to aid in achieving the educational goals and objectives of the College. The collection includes all types of communication media selected to support and enrich the curricular areas offered by Johnston Community College. The Learning Resource Center provides materials for reference in all subject areas, including materials to serve the avocational and general interests and needs of the students, faculty, staff, and other interested citizens of Johnston County and surrounding areas.

Presently, the Library contains thousands of volumes, subscribes to numerous periodicals of general and technical interest, and houses microform copies of magazines and newspapers. Ninety-four reels of microfilm covering historical information about Johnston County and surrounding areas dating from 1749 are available. The collection, which is continuing to expand, is designed to serve the students, faculty, and staff as well as the community at large. Interlibrary Loan service is also available.

The Library staff is available for reference and reader's advisory assistance. The operating schedule is arranged in a way which provides both day and evening students ample time and opportunity for extended periods of study.

The Learning Lab provides an opportunity for any interested adult, regardless of educational background, to select appropriate courses of study from a wide range of programmed material. The courses vary in difficulty from elementary level to college level — including Adult Basic Education, Adult High School, and preparation for the General Education Development (GED) examination. Individuals studying in the Learning Lab are free to set their own schedule and study pace, but are expected to show steady progress toward a pre-determined objective.



Located in the Audiovisual Area of the Learning Resource Center are aids to enhance the teaching process. Videos, filmstrips, slides, tapes, films, transparencies, records, and other materials are available as well as the equipment necessary for use of the materials.

The services of an audiovisual technician are available for assistance in the selection and production of audiovisual materials.

## **CONTINUING EDUCATION**

Consistent with its commitment to the philosophy of a comprehensive educational institution, Johnston Community College offers a diversified and flexible program for those individuals who elect to attend class on a less structured basis than that which is required for curriculum study.

Continuing Education courses include instruction designed for self-improvement, updating, and upgrading to meet increased job demands, plus a variety of general interest offerings. Any course which is consistent with the purposes of the College will be offered, provided adequate interest is indicated. For additional information regarding the Division of Continuing Education see page 199.

## **COMMUNITY SERVICES**

In addition to offering courses which are structured along the traditional lines of classroom organization, the College continually strives to serve the community by providing a broad community service program.

Community service organizations including civic, social, and recreational groups are invited to utilize the facilities at the College for meetings and other community activities.

Visitors are welcome on the campus at any time. College personnel will arrange tours of the campus and schedule discussion periods for groups who are interested in learning more about the purposes and functions of the community institution.



# ADMISSION

General Admission Policy

Admission Standards

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## GENERAL ADMISSION POLICY

Johnston Community College operates under the open door admission policy. Any high school graduate or non-graduate who is eighteen years of age or older and can benefit by pursuing further education may be admitted to the College, provided the person makes application and completes the admission process.

It is the policy of Johnston Community College to encourage young people to complete their high school education before seeking admission to the College.

Counseling and guidance are provided as a part of the admission process to help the applicant establish educational goals and select a program of study appropriate to the applicant's interests, aptitudes, and career objectives.

Applicants for admission are accepted (and placed in a program of study) based upon general admission standards. For certain programs of study, applicants are required also to meet specific program admission standards, as described under Admission Standards.

Under certain circumstances an applicant who is a minor between the ages of 16 and 18 years of age may be considered a person with special needs and may be admitted to an appropriate program of study in accordance with regulations prescribed in the North Carolina Administrative Code, Title 23, Section 2C.0301 — Admission to Institutions, as outlined below.\*

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\*Section 2C.031(c) A minor, 16 years old, or older, may be considered a student with special needs and may be admitted to an appropriate program at an institution if the local public or private education agency determines that admission to the program is the best educational option for the student and is approved by the institution. This requirement may be waived if the student has been out of school at least six months and his application is supported by a notarized petition of his parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the student's residence, date of birth, date of leaving school, and the petitioner's legal relationship to the student.

(d) A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to appropriate courses concurrently under the following conditions and other appropriate provisions of this Rule:

- (1) Upon recommendation of the chief administrative school officer and the approval of the president of the institution;
- (2) Upon approval of the student's program by the principal of the school and the president of the institution; and
- (3) Upon certification by the principal that the student is taking at least three high school courses and is making appropriate progress toward graduation.



Admission policies and standards are established upon recommendation of the respective admissions committees and administration and approval of the Board of Trustees. The Director of Admissions and Records is responsible for admission of curriculum students and administration of admission policies and standards under the guidance of the Admissions Committee.

The College is a Servicemembers Opportunity College serving the voluntary higher education needs of military students.

## **Admission Standards**

General admission standards for curriculum programs of study are as follows:

1. **Age:** Applicants for all general, technical, and vocational education programs, adult high school education, adult basic education, and continuing education courses must be at least 18 years of age or be a high school graduate. However, an applicant who is a minor between the ages of 16 and 18 years may be considered a student with special needs and may be admitted to an appropriate program of study in accordance with policy established by the State Board of Education. Specific requirements applicable to minors are defined under GENERAL ADMISSION POLICY.
2. **Education:** An applicant's general level of education should be sufficient to make possible reasonable progress in the program of study. Applicants for associate degree programs must be high school graduates or equivalent, as recognized by the State of North Carolina. Applicants for vocational education of more than one quarter in length leading to a diploma or certificate should be high school graduates or the equivalent, as recognized by the State. However, consideration is given to others who demonstrate sufficient general education, motivation, and potential for making reasonable progress in a vocational education program through scores on an independently administered standardized achievement test.

Program admission standards are as follows:

1. Applicants for admission to the following programs are required to meet the above general admission standards in terms of age and education: Accounting; Administrative Office Technology; Air Conditioning, Heating, and Refrigeration; Auto Body Repair; Automotive Mechanics; Business Administration; Business Computer Programming; Commercial Art and Advertising Design; Cosmetology; Diesel Vehicle Maintenance; Digital Electronic Repair; Early Childhood Associate; Practical Electrical Wiring; Food Service Specialist; General Education; General Office; Industrial Management Technology; Machinist; Medical Office Technology; Paralegal Technology; Retail Floriculture; and, Welding. Specific program admission requirements are not applicable to the above programs of study.



2. Specific program admission requirements in addition to age and education are applicable to the following programs of study:
- (a) **Electronics Engineering Technology.** Have completed Algebra I and II, or Algebra I and Geometry, and have a satisfactory score on the Comparative Guidance and Placement Algebra Test. The CGP algebra scores required for full admission to this program are higher than the mathematics score generally required for placement in most other programs. Applicants who have taken the necessary high school algebra courses but need to strengthen their background in algebra, as determined by placement testing, may be granted provisional admission. Under these conditions, the student is required to remove the mathematics deficiency in order to gain full admission and continue in the program. Full admission of students provisionally admitted is contingent upon satisfactory completion of MAT 143 — General College Mathematics with a minimum grade of "C." Applicants who have developed sufficient proficiency in mathematics without having completed the necessary high school mathematics courses may be admitted with satisfactory scores on the intermediate algebra test. Guided studies preparatory courses are offered to strengthen background in mathematics and English as needed prior to entering the program.
  - (b) **Law Enforcement Technology.** Complete the personal history questionnaire; submit a copy of motor vehicle driver's record and a copy of court record; meet minimum standards for law enforcement employment as contained in Chapter 9 of the Criminal Justice Education and Training Standards, North Carolina Administrative Code, Title 12. Be interviewed by an admissions counselor.
  - (c) **Nursing Education Options: Associate Degree with Practical Nursing.** Have attained a minimum grade of "C" on courses in high school algebra, biology and advanced biology or chemistry, or equivalent. Have current CPR certification. Have attained satisfactory scores on the Comparative Guidance and Placement English and Mathematics Tests. CGP scores required for admission to this program are higher than scores generally required for placement in most other programs. Prospective students who have course deficiencies or need remedial instruction may be classified accordingly and registered for appropriate preparatory courses prior to acceptance in the program of study. Be interviewed by an admission counselor and the Director of Nursing Education Options. Applicants who do not meet algebra and biology requirements may remove the deficiency by attaining a minimum grade of "C" on MAT 100 or MAT 105 and BIO 250, 251 and CHEM 101. Meet health standards specific to the occupation. The Report of Health Evaluation (physical examination by a physician) is required prior to initial registration or if necessary prior to clinical



assignment. Have personal medical insurance or obtain student accident insurance prior to clinical assignment.

- (d) **Radiologic Technology (Radiography).** Have attained a minimum grade of "C" on courses in high school biology and mathematics. Have attained satisfactory scores on the Comparative Guidance and Placement English and Mathematics Tests. CGP scores required for admission to this program are higher than scores generally required for placement in most other programs. Prospective students who have course deficiencies or need remedial instruction may be classified accordingly and registered for appropriate preparatory courses prior to acceptance in the program of study. Be interviewed by an admission counselor and the Director of Radiologic Technology. Applicants who do not meet algebra and biology requirements may remove the deficiency by attaining a minimum grade of "C" on MAT 100 or MAT 105 and BIO 250 and 251. Meet health standards specific to the occupation. The Report of Health Evaluation (physical examination by a physician) is required prior to initial registration or if necessary prior to clinical assignment. Have personal medical insurance or obtain accident insurance prior to clinical assignment.
- (e) **Cosmetology.** Meet health standards specific to the occupation. The Report of Health Evaluation (physical examination by a physician) is required prior to initial registration.
- (f) **Early Childhood Associate.** Meet health standards specific to the occupation. The Report of Health Evaluation (physical examination by a physician) is required prior to initial registration.
- (g) **Food Service Specialist.** Meet health standards specific to the occupation. The Report of Health Evaluation (physical examination by a physician) is required prior to initial registration.
- (h) **Truck Driver Training.** Submit application for admission, a completed DOT Physical Examination Form and Commercial Drivers License, and have a copy of the applicant's seven year motor vehicle driver's record forwarded by the applicant's state department of motor vehicles.

Vocational certificate programs are conducted at units of the North Carolina Department of Correction. Regular admission procedures and requirements are not applicable. Inmate students are assigned to training programs at various times during each quarter throughout the year. Assignments are made by Department of Correction personnel. Programs offered include Cosmetology, Practical Food Service Specialist, Practical Masonry, and Practical Electrical Wiring, Practical Plumbing, Heating and Air Conditioning, Digital Electronic Repair, Greenhouse and Grounds Maintenance and remedial programs in reading, math, computers and pre-vocational orientation.



A special certificate program entitled Greenhouse and Grounds Maintenance is offered in conjunction with the Johnston County Mental Health Department. This program is designed to provide therapeutic training for students with emotional/mental handicaps. Students are referred to the program only through the Johnston County Mental Health Department.

### **Admission Procedure**

Application forms may be requested in person, by telephone, or by writing to:

Director of Admissions  
Johnston Community College  
Highway 70 East  
P.O. Box 2350  
Smithfield, North Carolina 27577  
Telephone: (919) 934-3051

The application for admission and all transcripts of the applicant's high school and previous post-secondary educational record should be submitted as soon as possible within one year prior to admission. The normal schedule for receiving application and transcripts is at least four weeks prior to the dates of registration, as specified in the Calendar of Events.

Applicants for all general and technical education programs should complete the following steps:

1. Submit a completed application form.
2. Have transcripts of the applicant's secondary and post-secondary educational records mailed to the Admissions Office by the high school and all postsecondary educational institutions attended. All transcripts must be received before the application for admission can be processed.
3. Report as scheduled to the Admissions Office for placement testing, the admission interview, and/or processing. Applicants are notified when to report.

After the application form and all transcripts have been received, applicants for general, technical and vocational diploma programs are notified by mail when to report for placement testing and the admission interview.

Applicants for vocational certificate programs are expected to complete the three steps outlined above. Placement testing is not required of vocational certificate program applicants.

Accurate and complete information on the application form and supporting information is required.

Applicants are notified when they have been accepted for admission and when to report for registration.



In certain instances when it is in the best interest of the student and is deemed educationally feasible, an applicant may be granted tentative acceptance for admission and be permitted to register without immediately meeting full admission requirements. Tentative acceptance for admission is valid only for one quarter. During this quarter all pertinent admissions documents must be received and the student must complete all steps for full acceptance in order to register for the second quarter.

Falsification, misrepresentation, or omission of information on the application may result in revocation of admission.

Following receipt of the application for admission and all transcripts, the applicant is invited for placement testing and an admission interview with a counselor and/or program director. The applicant and the counselor review together the application, discuss the applicant's career plans, and review program requirements.

The purpose of the admission interview is to provide information, clarify the applicant's goals, and to confirm educational career plans. The applicant is encouraged to consider the full range of educational programs and services available and to evaluate probability for success in relation to the individual's educational preparation, interests, aptitudes, and career objectives.

Placement tests are used to assess educational preparation in the areas of reading, grammar, composition, and mathematics. The tests are given for guidance in the admission and placement of students in programs.

A student who desires to enter a particular program of study, but is not accepted to pursue that program, may be accepted for admission to an alternate program. This may involve admission to (1) another program of study, (2) preparatory guided studies courses, (3) individualized programmed instruction, or (4) a combination of these approaches designed to help the student overcome academic limitations.

## **Transfer Students**

Applicants for admission as transfer students may be admitted and granted advanced standing based on acceptance of course work completed at other accredited colleges, universities, or postsecondary institutions. All courses for which transfer credit is possible are evaluated in terms of the curriculum to be pursued at Johnston Community College. The application for admission and all transcripts must be received before an application can be processed.

Course credits earned at other institutions will be accepted for transfer subject to the following conditions:

1. The course work must be applicable to the program of study the student desires to pursue.
2. Generally, a minimum grade of "C" or the equivalent must have been earned for a course to be considered for transfer.



## **Special Students**

Persons who wish to take selected general education, technical or vocational curriculum courses to meet special educational needs may be admitted as special students. Special students are required to submit an application for admission as a special student, but are not required to meet regular admissions requirements.

Special students may pursue up to fifteen quarter credit hours of selected course work for academic credit without being admitted to a specific program of study. A student who desires to earn additional academic credit must meet the regular admission requirements and be accepted for admission to a program of study, in order to register for more than fifteen credit hours of course work for credit purposes. A special student may qualify for full admission to a program of study at any time.

## **Guided Studies**

Guided studies preparatory courses are offered to develop the basic skills essential for success in collegiate study. Specialized instruction is provided to meet individual needs.

It is the policy of the College that students who apply to pursue the general education program or a technical education program, but are deficient in the basic skills of reading, grammar, composition, and/or mathematics, are placed in appropriate guided studies courses to remedy the deficiencies and strengthen their preparation to pursue further education.

Students who need to strengthen basic skills are required to successfully complete appropriate guided studies preparatory courses.

## **FOREIGN STUDENT ADMISSION POLICY**

Johnston Community College is approved by the U.S. Immigration and Naturalization Service for attendance by foreign students.

Application for admission should be made at least three months prior to the quarter in which applicant plans to enroll. Foreign students are treated as nonresidents of the State of North Carolina with respect to tuition and fees. The college is unable to provide financial aid to foreign students; therefore, foreign students must have sufficient funds to cover all living expenses, tuition, and fees while attending the college. Student housing is not provided by the college and foreign students are expected to make their own arrangements for housing.

The following items are required for admission:

1. Application for Admission and Residence Status Application:  
These forms are provided by the college and should be completed and returned at least three months prior to the date of proposed admission to initiate the admission process.



2. **Academic Records:**  
A certified copy of the original educational record, to include all previous academic experiences, is required. If the original copy of this record is written in a foreign language, a certified English translation is required.
3. **The Test of English as a Foreign Language (TOEFL):**  
TOEFL scores are required of all applicants, except those from countries where English is the only official language, as evidence of adequate proficiency in English. The minimum acceptable TOEFL score is 550.
4. **Placement Testing and Interview:**  
Applicants must come to the campus for placement testing and personal interviews before they can be accepted for admission.
5. **Financial Statement:**  
A signed financial resource statement is required of all applicants. This should be a detailed statement of the applicant's financial situation, including the amount of money available per year, sources of income, and any other pertinent information. The availability of funds sufficient to meet expenses for the first academic year must be certified. The inclusion of any false information constitutes grounds for dismissal from the college.
6. **Report of Medical History:**  
A complete statement of medical history, completed and signed by a physician, must be submitted on the form provided by the college.
7. **Responsibility Statement:**  
Each applicant must furnish a certified statement from a United States citizen stating that the citizen agrees to accept responsibility for sponsoring and assisting the applicant as may become necessary for the applicant to pursue his/her educational objective.

Upon receipt of all above items, the applicant's file will be presented to the Johnston Community College Admission Committee for the admissions decision. The applicant will be informed by mail of the committee's decision.

Form I-20 A-B, Certificate of Eligibility, will be prepared on request from applicants who have been formally accepted for admission to the college.

## **TRANSFER CREDIT POLICIES OF AREA SENIOR INSTITUTIONS**

### **General Education Courses**

College freshman and sophomore level courses taken in the General Education program are offered on the Johnston Community College campus under contractual affiliation with East Carolina University. Students register simultaneously in both institutions and academic records are maintained by both institutions.



College freshman and sophomore level courses are transferable to senior colleges and universities throughout the nation and are fully applicable, as well, for continuation on the East Carolina University Campus toward the baccalaureate degree.

## Technical Courses

Some senior institutions offer transfer credit for technical courses completed at Johnston Community College. Transfer requirements of senior institutions are subject to change without notice. Counselors at Johnston Community College provide assistance to students considering transfer. **It is strongly recommended** that prospective transfer students contact the Admissions Office at the senior institution concerning admissions requirements and transfer credit policies applicable to specific major fields of study.

## Health Standards

Curriculum students are required to complete an individual health history questionnaire. For certain programs, students are required to secure a physical examination prior to initial registration.

Students should be in a sufficient state of health to successfully pursue the program of study chosen. Communicable disease or severe mental illness may prohibit approval to register for classes when health records indicate that attendance would be detrimental to the health and/or safety of the student or others with whom the student may come in contact while pursuing a program of study.

As an equal opportunity institution, the College assists students who have special health conditions, handicaps, or limitations by making accommodations or adjustments necessary for the student to pursue his/her educational goal. Services are provided in accordance with Section 504 of the Rehabilitation Act of 1973. If an applicant, upon admission and acceptance, requires special services because of a handicap, the applicant should notify the Office of Student Affairs. This voluntary self-identification allows the College to prepare for the effective delivery of services, activities, or programs for persons who have a handicapping condition.

For certain specialized programs of study, such as Nursing Education Options, Radiologic Technology, Basic Law Enforcement Training, Cosmetology, Early Childhood Associate, Food Service Specialist, and Truck Driver Training, a Report of Health Evaluation (physical examination by a physician) is required. For these programs students are required to meet health standards specific to the occupation for which they are training. These are the generally accepted standards of physical and mental health required for employment in the occupation. Students are expected to be in the state of health and have the physical ability to perform the requirements of the program and to engage in educational and clinical training assignments in such a way as not to endanger the student, other students, or members of the public including patients, patrons, customers,



minors, or other persons with whom the student will come in contact as a part of the educational program.

### **Reportable Communicable Disease Policy**

Students and employees of the College who may be infected with a reportable communicable disease, as defined by the North Carolina Division of Health Services, will not be excluded from enrollment or employment, or restricted in their access to college services or facilities, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, other members of the College community, or others associated with the instruction through clinical, intern, laboratory or other such experiences, involving the general public.

Persons who know, or have reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of others.

Persons who know that they are infected are urged to share that information with the department head or faculty advisor and the Dean of Student Affairs so that the College can assist in the appropriate response to their health and educational needs. Such information will be disclosed only to responsible College officials on a strictly limited, need-to-know basis, unless the individual consents in writing to other release of the information.

### **Admission to Continuing Education Courses**

Persons who wish to take extension courses in various subject fields to earn continuing education unit (CEU) credit are admitted and enrolled each quarter at the first meeting of class at the location where the class meets. Class schedules are published quarterly. Further information may be obtained by contacting:

Office of Continuing Education  
Johnston Community College  
Highway 70 East  
P.O. Box 2350  
Smithfield, North Carolina 27577  
Telephone: (919) 934-3051

### **Readmission**

Applications for readmission of former students are received and processed by the Admissions Office. Students applying for readmission to a curriculum who have not attended for at least two quarters must enroll under the current Catalog. Decisions on applications for readmission may be appealed by the applicant to the Admissions Committee or may be



referred by the Director of Admissions and Records to the Admissions Committee.

## Admissions Appeals

Admission and readmission policies and standards are administered by the Director of Admissions and Records. Cases in which an applicant desires to appeal a decision on an application for admission are heard by the Admissions Committee. Appeals must be submitted to the chairperson or secretary of the Admissions Committee in writing within ten days following the date of the initial decision.



# **TUITION, FEES, AND EXPENSES**

Tuition and Fees

Tuition and Fee Exemptions

Tuition for Non-Residents

Residence Status for Tuition Purposes

Activity Fee

Late Registration Fee

Tuition Refund and Unused Tuition Credit

Textbook and Other Expenses

Bookstore Refund Policy

Insurance



## TUITION, FEES, AND EXPENSES

Johnston Community College, a member of the North Carolina Community College system, offers educational opportunities at low cost to the student. Tuition and activity fees are payable at the beginning of each quarter. Tuition is established by the General Assembly of North Carolina. The activity fee is set by the Board of Trustees in accordance with policy established by the State Board of Community Colleges. Tuition and activity fees are subject to change without notice. The cost of textbooks and supplies is an additional expense and varies with the program of study.

Students who have incurred indebtedness to the College, including unpaid bills and overdue book fines will not be allowed to register until cleared by the appropriate College official.

### Tuition and Fees

Tuition and activity fees payable by curriculum students who qualify as residents of the State of North Carolina for tuition purposes, are as follows:

	Per Quarter	Per year Four Quarters
Full-time Students (14 hours and up)		
Tuition	161.00	644.00
Activity Fee	7.00	28.00
Total	168.00	672.00

#### Part-time Students

Tuition	\$11.50 per quarter hour up to 14 hours
Activity Fee	\$ 5.00 for students carrying a course load of 9 to 11 quarter hours. There is a \$2.00 charge for students carrying less than 9 quarter hours.

Students pay 11.50 per credit hour up to 14 credit hours.

A full-time student, for purposes of tuition and activity fees, is defined as one who is registered for twelve or more quarter hours of course work or the equivalent. A part-time student is one who is registered for less than twelve quarter hours of course work or the equivalent.

For purposes of calculating tuition and fees for General Education semester hour courses, one semester hour is equivalent to 1.5 quarter hours. This conversion is applied in the computing of charges for tuition and activity fees.

The rate of tuition charged for auditing a course is the same as the rate charged for taking the course for academic credit.

### Tuition and Fee Exemptions

Senior citizens who are North Carolina residents and are 65 years of age or older are exempt from the payment of tuition, activity, and extension course registration fees. Students enrolled in adult basic education, adult high school, the Learning Laboratory, and certain specified continuing education courses are exempt from payment of the extension registration



fee. Further information concerning waiver of the extension course registration fee applicable to certain continuing education courses is found on page 200.

### **Tuition for Non-Residents**

Any student whose legal residence is outside of the State of North Carolina, or, in the case of students who are boarding or living with relatives in the community and whose parents or guardians live outside the State, and who do not otherwise qualify as residents for tuition purposes under General Statute 116-143.1, shall pay tuition as follows: \$1,512.00 per quarter or \$6,048.00 per academic year of four quarters. If the student enrolls on a part-time basis, the cost is \$107.50 per quarter hour.

### **Residence Status for Tuition Purposes**

The tuition charge for students who qualify as residents of the State of North Carolina is less than the charge for non-resident students. To qualify for in-state tuition, as specified in General Statute 116-143.1, a legal resident must have maintained his/her domicile in North Carolina for at least the twelve months prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his/her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile, rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education. Further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant, and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

The residentiary classification of a student, for purposes of applicable tuition rates, is required to be changed if, since original establishment of the student's current classification, his/her state of legal residence has changed.

If a student claims eligibility, as a member of the armed forces or a dependent relative of such a member, to be charged the in-state tuition rate under G.S. 116-143.3, the student must submit the appropriate application prior to initial enrollment or reenrollment for which the student claims the tuition benefit. The student must also submit the application prior to each successive academic year of enrollment.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in "A Manual To Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Each enrolled student is responsible for knowing the contents of that Manual, which is the controlling administrative statement of policy on this matter. Copies of the Manual are available and can be seen upon request at the Office of Student Affairs.



## **Activity Fee**

Full-time curriculum students taking 12 credit hours or more are required to pay an activity fee of \$7.00 per quarter. Part-time curriculum students who register for a course load of nine to eleven quarter hours or the equivalent are required to pay an activity fee of \$5.00. Students who register for less than nine hours pay \$2.00. These fees provide financial support for the student activities program, including student government, intramural recreation, student publications, social activities, student clubs and related activities, and projects of benefit to students.

## **Late Registration Fee**

New curriculum students who register after the published date for registration are not charged a late registration fee.

Returning curriculum students who complete their registration after the date of registration, as published in the College Calendar of Events, are required to pay a late registration fee of \$5.00 in addition to quarterly tuition and activity fees.

A student is considered to be officially registered only after all tuition, fees, and other charges have been paid in full or acceptable arrangements for third party billing have been approved by the College Business Office.

## **Tuition Refund and Unused Tuition Credit**

The policy applicable to tuition refund and unused tuition credit is established by the State Board of Community Colleges. The policy as stated in the State Policy Manual is as follows:

Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of five dollars (\$5.00) or less, except if a course or curriculum fails to materialize, all of the student's tuition shall be refunded (6-2-66).

**No Refund** will be approved if the student fails to officially withdraw within the prescribed ten calendar day period. Refunds will be considered only when the student withdraws from school.

When a student, having paid the required tuition and fees for a quarter, officially withdraws from the College within the prescribed time and the reasons for the withdrawal are found excusable by the administration, the student may be allowed credit for tuition and fees if the student petitions in writing to be allowed such credit and is readmitted during any of the next four calendar quarters.

In order to be considered for a refund or credit, the student must document his reason for withdrawal and submit the documentation to the



Business Manager. It is the responsibility of the Business Manager to determine if a refund or credit is due, and to process it if approved for payment.

When a student, having paid the required tuition and fees for a quarter, dies during that quarter (prior to or on the last day of classes), all tuition and fees for that quarter may be refunded to the estate of the deceased if the estate requests a refund.

### **Textbook and Other Expenses**

Textbooks and other items are an additional expense for which the student should plan. The cost of textbooks varies with the program of study, but the average cost is usually between \$100.00 and \$200.00 per quarter for full-time students.

### **Bookstore Refund Policy**

1. All returns should be made by the last day to drop a class without a grade. Date will be posted in bookstore.
2. In cases where student drops or course is cancelled, full refund shall be given if books are returned in original condition and accompanied by drop form.
3. If books returned are not in original condition, a 10% used book charge shall be imposed.
4. If student purchases wrong book(s), student may return for refund or trade for correct book(s).
5. All other refunds will be charged a 10% restocking fee.
6. Books from prior quarters will not be accepted for refund.
7. All refunds will be processed thru business office.
8. No cash refunds will be given.
9. No refund will be given on supplies.

### **Other Supplies**

It should be clearly understood by the student that in certain courses the student also must provide at his or her own expense certain items needed to perform practice work required in that course. Examples of such items are notebooks, uniforms, tools, cosmetology kits, and art supplies.

Students in the Nursing Education Options: Associate Degree with Practical Nursing and Radiologic Technology (Radiography) programs are required to purchase uniforms and miscellaneous items which cost approximately \$175.00.

Commercial Art students are required to purchase certain art supplies and materials which constitute an additional expense to the student.

Cosmetology students are required to purchase a kit which costs approximately \$160.00, a Cosmetology Text Library which costs approximately \$115.00, and uniforms which cost approximately \$30.00 each.

Automotive Mechanics students are required to purchase basic tools which cost approximately \$175.00.



Books, supplies, and other items may be purchased from the College Bookstore. Hours of operation are published by the Business Office.

## Insurance

Accident insurance, covering the student during hours in school and in transportation to and from school, is available for approximately \$6.25 per year. This insurance is required for students in the Nursing Education Options Program who do not have personal medical insurance, and Radiologic Technology programs.

Professional liability insurance is required for all Nursing Education Options: Associate Degree with Practical Nursing, and Radiologic Technology (Radiography) students before beginning clinical practice in assigned hospitals and nursing facility affiliates. The cost is approximately \$14.50 per year.



# STUDENT DEVELOPMENT SERVICES

Counseling Service

Financial Aid

Financial Aid Standards of Progress

Veterans Services and Certification

Health Services

Drug and Alcohol Policy

Placement Service

Student Housing

Student Records

Educational Rights and Privacy

Transcripts



## **STUDENT DEVELOPMENT**

The objectives of the student development program are to support the instructional program, respond to student needs, and foster institutional development. In response to the needs of students, the student development program assists students in defining their educational and career goals, developing self-direction as independent persons, solving problems that may be encountered, and achieving personal goals within the framework of the educational program of the College.

### **Counseling Service**

Counseling is offered to help students assess their abilities, interests, and personal goals as they plan and work to achieve their career objectives. Information is made available concerning career fields, occupations, employment trends and job opportunities.

The counseling staff provides educational, vocational, and personal-social counseling services for all students. Following the admissions interview and prior to initial registration, each student is assigned a counselor. The student is encouraged to maintain this contact and visit the counselor periodically or arrange an appointment through the Student Affairs Office.

Career counseling and orientation are offered in individual and group sessions. Services include placement tests, individual interest and personal preference testing, and occupational information materials. Individual counseling is provided to assist students in making career plans and educational decisions. In addition to vocational and educational counseling, counselors are available to assist students in working through personal and social concerns.

Orientation classes are taught by counselors. Included is basic information concerning institutional objectives, College regulations, study skills, health information, financial aid, and student services.

### **Financial Aid**

It is the goal of the Financial Aid Department of Johnston Community College to provide all students with proven financial need the necessary funds to pay for educational expenses while attending the College.

The College financial aid program operates in accordance with the following policies and principles:

- (1) The purpose of financial aid is to supplement the resources of the student and family. The primary responsibility for financing education rests with the individual and the family according to income and ability to meet the student's educational expenses. The student is expected to share responsibility through savings and part-time employment, if necessary.



- (2) In considering a student for financial aid, the College considers the applicant's financial need and potential for success in accomplishing the educational goal.
- (3) Aid may be used for tuition and fees, books, room and board, travel, and personal expenses necessary to maintain the student in school.

Students who need assistance should apply to the Financial Aid Office located in the Wilson Building.

Financial aid resources available are listed below.

**1. Pell Grant**

This is a federal assistance grant awarded to eligible students who are enrolled on at least a half-time basis in a program of one year or more in length.

**2. Supplemental Educational Opportunity Grant**

This is a federal assistance grant awarded to eligible students who have exceptional need and are enrolled on at least a half-time basis in a program of study of one year or more in length.

**3. Single Parent/Homemaker Grant**

This grant provides assistance to single parents and homemakers whose family responsibilities have prevented development of marketable job skills. Funds are administered by the College under provisions of the Perkins Act.

**4. North Carolina Student Incentive Grant**

The College serves as a certifying agency for this grant program administered by the College Foundation, Inc.

**5. Loan Funds**

The College serves as a certifying agency for the North Carolina Insured Student Loan Program, which is administered by the College Foundation, Inc.

**6. NCPLUS Loan Program**

The North Carolina Plus Loan Program (NCPLUS) is a loan for parents of students and independent students to help meet educational expenses. For further information, contact the Financial Aid Office.

**7. Work Study**

The College participates in the College Work-Study Program. Under this program a variety of part-time jobs are available on the campus for eligible students.

**8. Job Training Partnership Act**

Eligible students may qualify for assistance under the Job Training Partnership Act. Funds to cover the cost of tuition, fees, books, and possible other expenses are administered by the Job Training Office in the student's county of residence. Further information can be obtained from the Johnston County Job Training Office located in the Gaskin Building, Courthouse Square, Smithfield.



## **9. Vocational Rehabilitation Financial Assistance**

In order to qualify, a student must have a mental or physical disability which is a handicap to employment. There must also be a reasonable expectation that as a result of vocational rehabilitation services, the person becomes gainfully employed. Each rehabilitation program is designed individually with the student.

The amount of the award is based on need and the type of program in which the student is enrolled. It generally pays for tuition and fees and for some books and supplies, and in some cases, for supportive services such as interpreter services, attendant services, and transportation.

Contact the local Vocational Rehabilitation office, or contact the NC Division of Vocational Rehabilitation Services, P.O. Box 26053, 805 Ruggles Drive, Raleigh, NC 27611-6053 or call (919) 733-3364.

## **10. Scholarships**

Scholarship grants are provided by various organizations and individuals:

### **The Clifton Gene Kirby Memorial Scholarship**

The Clifton Gene Kirby Memorial Scholarship is a \$700 honor award given by Barry Lynn Kirby, a 1983 graduate of the College, in memory of his father. It is awarded annually to the rising second year, full-time student who has demonstrated the most active interest in and has given the most time and effort to the advancement of the Student Government Association.

### **The Kathaleen Benson Memorial Nursing Scholarship**

The Kathaleen Benson Memorial Nursing Scholarship is a \$200 award given to a Nursing Education Options student annually by Shelton A. Benson, a former trustee of the College, in memory of his wife.

### **Walter B. and Julia S. Elsee Scholarship**

A scholarship fund established by the late Walter B. Elsee, a Trustee of the college. The awards will be made each year through Mr. Elsee's contributions which were doubled by his long-time employer, RJR Nabisco Corporation.

### **Carolina Telephone Company Scholarships**

Two \$500 scholarships are awarded annually to North Carolina residents enrolled or intending to enroll full-time in a vocational or technical program. Priority is given to displaced workers retraining for new skills and minorities.

### **Carolina Telephone Company College Transfer Scholarship**

A \$500 scholarship is awarded annually to a resident of North Carolina enrolled or intending to enroll full-time in the general education college transfer program.

### **Wachovia Technical Scholarship**

A \$500 scholarship is awarded annually to a full-time student who is enrolled in the second year of a two-year technical program, demonstrates financial need, and maintains satisfactory progress.



### **Carolina Power and Light Company Scholarship**

A \$500 scholarship is awarded annually to a North Carolina resident residing in the Company service area. The recipient must be enrolled or intend to enroll full-time in a two-year technical program and maintain a minimum quality point average of 2.0.

### **N.C. Community College Scholarships**

Eighteen scholarships of \$400 each are awarded to North Carolina residents enrolled or intending to enroll full-time or part-time in a curriculum program.

### **Nurse Education Scholarship Loan Program**

Funds approved by the 1989 General Assembly provide scholarships to address the current shortage of nurse practitioners in the state of North Carolina.

## **11. Other Scholarships and Assistance**

The College cooperates with the following organizations and agencies for other types of assistance:

- American Business Women's Association Scholarship
- Betsy Johnson Memorial Hospital Scholarship Loan
- Britthaven of Goldsboro Scholarship
- Department of Social Services Assistance
- Department of Veterans Affairs Scholarship
- Eastern Star Scholarship
- First Citizens Foundation, Inc. Scholarship
- Four Oaks American Legion Auxiliary Scholarship
- Home Builders Association Scholarship
- James W. Earp Scholarship
- JCC Accounting Club Scholarship
- JCC Nursing Class Scholarship
- Jim Bailey Memorial Scholarship
- Johnston County Forty & Eight Scholarship
- Johnston County Nurses Association Scholarship
- Johnston County Tuberculosis Association Scholarship
- Johnston Memorial Hospital Auxiliary Scholarship
- Johnston Memorial Hospital Scholarship Loan
- Kenly Kiwanis Club Scholarship
- Martha Stevens Nursing Scholarship
- Mila Rose McLamb Scholarship
- N.C. Petroleum Marketers Association Scholarship
- Pearson Music Company Scholarship
- Sampson Memorial Hospital Scholarship Loan
- Social Security Educational Benefits
- State Vocational Rehabilitation Educational Benefits
- Smithfield-Selma High School Scholarship (Health Occupations)
- Triton High School Scholarship
- Veterans Administration Educational Benefits
- Veterans Administration Nurses Training Scholarship
- Wake Medical Center Scholarship Loan
- Wayne Memorial Hospital Scholarship Loan



## Financial Aid Standards of Progress

Each student enrolled in a degree or diploma program and receiving financial aid is expected to make satisfactory academic progress toward completion of requirements for the degree or diploma. At the end of each quarter the student's cumulative quality point average is computed. This measure of progress toward graduation is indicated on the students quarterly grade report and is reviewed by the College.

The cumulative quality point average is computed after each quarter on the basis of the quarter hours thus far attempted.

To be in satisfactory academic standing, a student must achieve at least the minimum cumulative quality point average specified in relation to the number of quarter hours attempted, as defined in the Academic Regulations section of this Catalog under the heading "Academic Progress."

Students who are receiving Title IV federal student financial aid benefits and are not in satisfactory academic standing are granted two consecutive quarters of academic probation to bring their cumulative quality point average up to satisfactory standing. After two quarters of probation, a student is not entitled to continue receiving financial aid unless the student has achieved satisfactory academic standing as determined by the cumulative quality point average. Upon achieving satisfactory academic standing, a student who is otherwise eligible will be entitled to receive financial aid in the next quarter after having achieved satisfactory standing.

Students who do not complete their program of study in the standard number of quarters prescribed in the Catalog may continue, if otherwise eligible, to receive Title IV federal student financial aid for an additional number of quarters equal to 50% of the standard number of quarters specified in the Catalog. A student must carry a course load of half time or greater in order to receive Title IV student financial aid.

**Also, a student must pass at least 67% of the credit hours attempted each year as determined by a review of the student's academic record following completion of the spring quarter of each year.**

## Veterans Services and Certification

The College provides services to students in conjunction with the Veterans Administration and the North Carolina Department of Veterans Affairs to assist military service veterans and eligible persons in securing veterans educational benefits. Veterans are provided admissions counseling and guidance in the selection of an educational program. Eligible wives, widows, and children of disabled or deceased veterans also are assisted.

For information and application forms, students should contact the Veterans Affairs Officer in the Student Affairs Office or the Johnston County Veterans Service Office, Courthouse Square, Smithfield, North Carolina 27577.

A Veterans Handbook is published to provide specific information on services and regulations that apply specifically to persons receiving veterans educational benefits.



For purposes of certification for veterans educational benefits, a veteran student who repeats a course will be certified to the Veterans Administration each time the course is repeated, and the hours and the grade earned will be included each time in the computation of the student's cumulative quality point average.

Twelve credit hours of required course work repeated by a veteran student for the purpose of raising a grade of "F" or "WF" is the maximum amount that will be certified for veterans educational benefits.

Satisfactory academic progress of students is determined by the individual's cumulative quality point average, as defined in the Academic Regulations section of this Catalog under the heading of "Academic Progress." When a veteran or eligible person has failed to make satisfactory academic progress and has been on academic probation for two consecutive quarters without achieving satisfactory progress, the enrollment of the veteran or eligible person is decertified to the Veterans Administration in accordance with VA regulations. This action leads to termination of veterans educational benefits by the Veterans Administration.

The College is required under VA regulations to decertify the enrollment of veterans or eligible persons whose cumulative quality point average indicates that adequate progress is not being made toward meeting graduation requirements.

It should be clearly understood that the veteran or eligible person is not suspended from the College when decertification occurs and veterans educational benefits are terminated. The student is advised to remain in school and make every effort to attain satisfactory academic progress as soon as possible.

At the end of each quarter the student's grade point average for that quarter and cumulative grade point average are examined.

To be recertified for veterans educational benefits, the veteran or eligible person must bring his/her cumulative quality point average up to the standard of satisfactory academic progress as defined in the Academic Regulations section of this Catalog. When the student has attained satisfactory academic progress, the student's enrollment will be recertified to the Veterans Administration for educational benefits.

Transfer credit hours are not included in computing a veteran's academic quality point average (QPA) in his/her program at Johnston Community College. However, for purposes of determining the veteran's progress toward graduation as this relates to certification for V.A. educational benefits, credit hours transferred are included in determining the QPA required to meet minimum standards of academic progress toward graduation. Accordingly, veterans who have received transfer credit hours are placed on the academic progress scale based on the combination of both transfer credit hours and credit hours attempted at Johnston Community College.



## **Health Services**

Student health services are not provided on campus. Students are expected to secure health services from their family physician, the Emergency Room at Johnston Memorial Hospital in Smithfield, or other area health service facilities.

In the event of accident or illness, the Office of Student Affairs or the Business Office should be notified immediately.

First aid is provided by College personnel in accordance with their capabilities. First aid kits are strategically located in the various campus buildings.

Students who become ill, are injured, or develop health problems requiring professional attention are referred to the Emergency Room of Johnston Memorial Hospital or to a local physician in accordance with instructions given by the student or the student's family. In an emergency situation when immediate attention is necessary, the local rescue squad will be called. A student may be taken directly to the Johnston Memorial Hospital to be seen by the physician on duty in the Emergency Room.

Students who have significant health conditions or limitations are expected to inform their instructors at the beginning of each quarter, and may be required to submit a Report of Health Evaluation conducted by a physician. When deemed appropriate, faculty advisors, instructors, and/or counselors are notified of students identified as having significant health conditions.

The environmental health and safety program on the campus is under the direction of the College Business Manager.

## **Drug and Alcohol Policy**

The abuse and use of drugs and alcohol are subjects of immediate concerns in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol uses may also result in damage to college property. Therefore, it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on college premises, or as part of any college sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

1. Johnston Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.



2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. If any employee or student is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.
4. Each employee or student is required to inform the college, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
5. \*Convictions of employees working under federal grants, for violating drug laws in the workplace, on college premises, or as part of any college sponsored activity, shall be reported to the appropriate federal agency. The Compliance officer must notify the U.S. government agency, with which the grant was made, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The college shall take appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
7. If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.



8. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.
9. Each employee or student is required to inform the college, in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity.

\*Students employed under the College Work Study Program are considered to be employees of the college, if the work is performed for the college in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for profit agency, students are considered to be employees of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer.

### **Job Placement Services**

Johnston Community College provides job placement information and assistance to current and former students. The responsibility for job placement is assigned to a counselor who works closely with academic advisors and industry personnel to serve the individual needs of both students and employers.

### **Student Housing**

Housing for students is not provided on campus. Most members of the student body live in the area and commute to the campus. Although student housing services are not provided, students who seek housing in the local area are referred to area real estate agencies and citizens who have indicated an interest in renting to students. Such referrals are made on a non-discriminatory basis.

### **Student Records**

Upon receipt of the application for admission from a prospective student, a student record file is established by the Admissions Office. It is the policy of the College that this student record file shall be used throughout the student's enrollment to collect and maintain pertinent basic data relative to the individual's admission and academic progress.

The contents of the student record file are as follows: application for admission, transcripts of the student's previous educational records, placement test results, summaries of admissions and academic progress interviews, medical history records, residency questionnaire, correspondence related to admission, attendance, academic progress, and disciplinary actions, and other data related to admission and academic progress. The contents of the student record file are the property of Johnston Community College and are maintained in accordance with the Family Educational Rights and Privacy Act of 1974.



## **Educational Rights and Privacy**

Johnston Community College recognizes the rights and privacies afforded each student under Public Law 93-380, entitled the Family Educational Rights and Privacy Act of 1974, and is in compliance with the provisions of the Act.

The statute governs access to records maintained by educational institutions and the release of such records. In brief, the statute requires:

- A. That the College must provide student access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate;
- B. That the College obtain the written consent of the student before releasing personally identifiable data about the student from records. Exceptions are described in the Student Handbook.

Further information concerning student records and institutional policies for the implementation of the Family Educational Rights and Privacy Act of 1974 are contained in the Student Handbook, copies of which are available on request in the Student Affairs Office.

## **Transcripts**

Upon written request of the student, an official transcript of a student's educational record will be provided by the Registrar's Office to the student or to other institutions, individuals, firms or agencies. There is no charge for the first transcript. Additional transcripts are \$1.00 each. A 24-hour notice is required for preparation of transcripts. Transcripts are not released until all financial obligations to the College have been paid in full and the student's account is cleared with the Business Office.







# STUDENT LIFE

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## **STUDENT LIFE**

The student body of the College is similar in many respects to a cross section of the adult population in the local area, from which most of the members of the student body come. In varying degrees student life typically centers around four major areas of interest: formal course work as a community college student; home, family, and community commitments; employment obligations for those who hold part-time or full-time jobs; and co-curricular student activities.

Co-curricular activities are organized by students in response to student interests and needs and are recognized as a significant dimension of the educational experience. In addition to student government and campus publications, co-curricular activities typically consist of recreation, cookouts, student clubs and organizations, social events, and other activities.

Co-curricular activities provide additional learning experiences beyond the formal classroom setting for all who choose to become involved. These experiences include development of leadership skills through participation in student organizations and working together with fellow students on social, recreational and community service projects.

### **Student Government Association**

The Student Government Association exists to promote good relations and understanding among the students, administration, faculty, and trustees; to unify the student body in the development of self-government and good citizenship; and to set high ethical standards for students through responsible conduct.

SGA is the primary campus student organization. Duly constituted to represent the interest of students, SGA gives direction to student life beyond the classroom. It is responsible for developing and administering the annual Student Activities Fund Budget that supports the student activities program.

Active membership consists of all curriculum students registered for nine or more credit hours and other duly registered curriculum or continuing education students who elect to join by paying the student activity fee.

The Student Government Constitution is published in the Student Handbook.

### **Clubs and Organizations**

Student clubs and interest groups are encouraged as a means of developing common bonds of purpose and friendship between students with similar occupational and academic interests. Faculty members serve as advisors and assist student leaders in planning club programs and developing group activities.

Student organizations on campus include a chapter of the Phi Beta Lambda business fraternity and clubs for students in Cosmetology, Commercial Art, Early Childhood Associate, Electronics Engineering Technology, Greenhouse and Grounds Maintenance, Nursing Education Options, Radiologic Technology, Retail Floriculture and Chess Club.



Membership in student clubs and organizations is open to eligible curriculum students regardless of race, color, sex, handicap, age, religion or national origin.

## **Publications**

Students are encouraged to join a publications staff by contacting the editor or advisor of the publication, or the Student Affairs Office.

RETROSPECT, the student yearbook, is published by a student staff working with an advisor. The yearbook provides a pictorial history of the past year's events and activities. Funds to support the yearbook are provided annually by the Student Government Association in the Student Activities Fund Budget and by a yearbook fee.

THE STUDENT HANDBOOK is published by the College to provide essential information and to specify College regulations. Copies are distributed on the campus, in orientation classes, and at the Student Affairs Office.

## **Participation in College Governance**

The President of the Student Government Association serves as an ex-officio, non-voting member of the Board of Trustees.

## **Recreational Activities**

Informal recreation is a part of the student activities program. Recreational activities are organized by students in response to student interests and needs and are supported by the Student Activity Fund.

Students are encouraged to organize and participate in various recreational activities. Equipment may be checked out at the Student Affairs Office.

## **Statement on Open Membership in Student Organizations**

It is the policy of the College that membership in student organizations is open to all eligible students in accordance with the bylaws of the various student organizations. Discrimination in admission to membership in student organizations on the basis of race, color, sex, handicap, age, religion, or national origin is specifically prohibited.

The College is an equal opportunity institution and is committed to full compliance with all federal laws and regulations prohibiting discrimination.

## **Intercollegiate Athletics**

Johnston Community College is a member of the Eastern Carolina Community College Athletic Conference (ECCCAC). Sports in this conference include women's softball, men's softball, tennis, basketball, co-ed volleyball and golf.

The College follows the eligibility rules of the conference. No athletic scholarships are awarded.



## **The Student Lounge**

The Student Lounge provides a convenient place for relaxation, conversation and a break between classes. Light meals, sandwiches, coffee, soft drinks and other food items are available in the Lounge. Also, vending machines are available at various locations on the campus. Only students are allowed to use the student lounge without permission of the administration.

## **Self Discipline**

Self discipline is an essential element of learning and personal development. All students are expected to conduct themselves as responsible adults and in accordance with public laws and generally accepted standards of morality and decency. As such, a person:

1. Is courteous to fellow students, faculty, staff members, and to the public;
2. Is honest in academic work and in dealings with others;
3. Obeys local, state and national laws;
4. Respects the property of the College, fellow students and others;
5. Exercises care in the use of books, furniture, tools, equipment, supplies and buildings;
6. Obeys the Code of Student Conduct.

Any action performed on the campus or at any activity sponsored by or officially affiliated with the College will be defined as being in violation of the Code of Student Conduct provided:

1. The action disrupts the educational process, or
2. The action directly precipitates physical violence resulting in bodily injury or property damage, or
3. The action is a violation of the duly established laws and/or regulations of Johnston County, the State of North Carolina, or the United States of America.

## **Code of Student Conduct**

- A. It shall be the responsibility of every student at Johnston Community College to obey the Code of Student Conduct, which (1) specifically prohibits lying, cheating or stealing, when these actions involve academic processes, administration of the College, or student, academic, or administrative personnel acting in an official capacity, and (2) requires the student to report any violation of which he/she has knowledge. It shall be the further responsibility of every student to abide by the Code of Student Conduct; namely, to conduct oneself so as not to impair the welfare or the educational opportunities of others in the College community.



B. Offenses Related to Cheating. The following acts are specifically prohibited, and the commission of any of the following said acts may result in expulsion, suspension or lesser sanctions:

1. Academic cheating including (but not limited to) unauthorized copying, collaboration, or use of notes or books on examinations; and plagiarism, defined as the intentional representation of another person's words, thoughts, or ideas as one's own.
2. The acquisition without permission of any academic material (test information, research papers, etc.) from any member of the student body, faculty, or staff.
3. Furnishing of false information with intent to deceive members of the College community who are acting in the exercise of their official duties.

C. Offenses prescribed above shall include, but shall not be limited to, those additional individual and group offenses specified in detail in the Student Handbook. Procedures for the conduct of campus judicial hearings and the explanation of applicable sanctions are specified in the Student Handbook.

## **Cheating**

Cheating in any form (e.g. on an examination, plagiarism, or copying another student's research paper) is a serious offense and will be dealt with accordingly. An initial offense will result in a failing grade for the work involved. A second offense may lead to a failing grade for the course, or in an extreme instance dismissal from the College.

## **Security Policy**

Johnston Community College encourages all students and employees to report emergencies and/or criminal actions. If the emergency or criminal action involves personal injury or damage, the Dean of Student Affairs should be notified immediately. If the emergency or criminal action involves injury to property or buildings, the Business Manager should be notified immediately. The Dean of Student Affairs and Business Manager are responsible for responding to emergencies and criminal actions. In their absences, The Dean of General and Technical Education, the Dean of Vocational Education, the Dean of Continuing Education, and the Evening Director are responsible for responding to any emergency in their areas.

The administration attempts to provide a safe, secure educational environment for all students and employees. Security guards are on duty after the close of classes and on week-ends. Security is provided at other times through the Johnston County Sheriff's Department on an as-needed basis. On week-ends, the main campus buildings are protected by an alarm system that is directly tied to the sheriff's department. When campus facilities are open to the public, an administrator or house manager for the auditorium or their designee must be present during the scheduled event.



The security guards provided by the College have no law enforcement powers, and contact the sheriff's department as needed.

All new registering students participate in a general orientation to the campus. During the orientation, the Dean of Student Affairs or the Business Manager discusses the need and procedure of reporting emergencies and criminal activities, campus security measures, and crime prevention. In addition to the general orientation, each program has an orientation class or specialized orientation and the same items are covered in this orientation by appropriate college officials.

Information regarding drug and alcohol abuse is covered under a separate drug and alcohol policy.

Information pertaining to the number and type of criminal actions occurring on campus is collected by the Dean of Student Affairs and the Business Manager and compiled annually. It is housed in the Student Affairs Division and available upon request.

### **Traffic and Parking Regulations**

Traffic regulations of the State of North Carolina are applicable to all persons who drive a motor vehicle on the campus.

Parking regulations are published in the Student Handbook. Student parking is provided in designated areas of the campus. Reserved parking is provided in other designated areas for visitors, handicapped persons, faculty, and staff members.

Enforcement of traffic and parking regulations and penalties for violations are administered by the College Business Office.



# ACADEMIC REGULATIONS

The Quarter System

Registration

Orientation

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Probation

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## **ACADEMIC REGULATIONS**

Johnston Community College exists to provide for the fullest possible development of each person who enters its open door to learn. The policies, programs of study, and regulations of the College are directed toward this objective.

The College expects each student to make significant academic progress toward his/her chosen educational goal and is committed to making this objective possible for all students. At the end of each quarter final course grades are issued and an assessment is made of the student's academic progress. Satisfactory progress is defined in this section of the catalog under the heading **"ACADEMIC PROGRESS."**

### **THE QUARTER SYSTEM**

The College operates on the quarter system. Fall, winter, spring and summer quarters are each eleven weeks in length. Classes are in session five days per week.

General and technical education classes normally meet fifty minutes per instructional hour with a ten-minute break between classes.

Vocational education classes normally meet sixty minutes per instructional hour with appropriate break time being provided within the hours scheduled.

The number of times per week that a class meets is determined by the number of quarter hours credit prescribed in the curriculum and is indicated in the quarterly class schedule.

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class lecture, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour of credit for each three hours per week of clinical experience, manipulative laboratory training, or shop practice.

### **REGISTRATION**

Students pursuing degree, diploma, and certificate programs register and are enrolled only at the beginning of a quarter. Generally, students begin their program of study in the Fall quarter. However, entrance at the beginning of other quarters is possible when the curriculum and class schedule permit.

Students may register for certain courses to be taken in evening hours on a modified basis, as provided for in curriculum outlines and course descriptions.

All students are expected to register during the times scheduled for that purpose. Quarterly registration dates are published in the Calendar of Events and announced prior to each quarter.

Entering curriculum students must be accepted for admission by the Director of Admissions and Records before beginning the registration process. Each student is assigned a faculty advisor who assists the student



in planning a program of study. The faculty advisor must approve the student's proposed class schedule each quarter prior to registration.

Registration for adult education extension courses offered through the Division of Continuing Education is generally held at the first meeting of class at the location where the class meets.

Further information concerning extension courses and extension class schedules may be obtained by calling or visiting the Continuing Education Office on the campus.

## **Course Load and Classification**

Each student is responsible for being familiar with the requirements of the program of study which the student is pursuing and for keeping account of progress toward completion of graduation requirements.

Class schedules and course loads should be carefully planned by the student in consultation with the faculty advisor. The student is expected to be familiar with all regulations set forth in the Catalog and Student Handbook. Copies are available in the Student Affairs Office.

A full-time curriculum student is one who is carrying a minimum course load of 12 quarter hours in a degree, diploma or certificate program. The normal load for typical full-time students generally varies between 15 and 19 quarter hours.

A part-time curriculum student is one who is carrying a course load of less than 12 quarter hours.

A student who desires to register for additional course work above the normal load for the curriculum, as outlined in the Catalog, must present a written recommendation from the faculty advisor and secure the approval of the Dean of General and Technical Education or the Dean of Vocational Education.

A student's course load may be limited to less than the normal load as a condition of admission.

Students in associate degree programs who have completed less than one-half of the credit hours required for graduation are classified as first year students. Those who have completed one-half or more of the credit hours required for graduation are classified as second year students.

Persons who wish to enroll for a special educational objective not specifically provided for in an established curriculum may be admitted and classified as special students. As such, a special student may take up to fifteen credit hours of course work without meeting requirements for acceptance into a program of study. Special students are required to pay tuition and fees.

## **Changes in Course Registration**

A student who wishes to add or drop a course after initial registration must secure the faculty advisor's approval on a Registration Change Notice form before the change can be made official with the Registrar's Office.



A student who is considering dropping a course after the last day for late registration is strongly encouraged to consult with the instructor of the course before taking further action.

Course changes must be made in accordance with the Calendar of Events.

### **Registration to Audit Courses**

Students may elect to audit a course for non-credit purposes when space is available. Permission to audit a course is subject to the approval of the student's faculty advisor and normally is granted only one time per course. Under extenuating circumstances a student may be allowed to audit a course a second time, subject to the approval of the department head and the appropriate dean of instruction.

To audit, a student must register for the course and pay regular tuition. The last date to register to audit a course is the last day of the late registration period, as specified in the Calendar of Events.

Students who audit courses must abide by the College attendance regulation, and are encouraged to take tests, and to participate in class discussions, but are not required to do so.

A grade of AU is given for record purposes.

### **Late Registration Fee**

A late registration fee of \$5.00 is charged to all returning curriculum students who complete registration after the date for registration, as indicated in the Calendar of Events. Registration is not complete until all tuition and fees are paid in full, or arrangements have been approved by the Business Office.

## **ORIENTATION**

An orientation course is taught to inform incoming students and to help them adjust to the academic and social environment of the College. Specialized orientation is available in health-related and vocational programs and those students are not required to participate in ORI 100.

The various services provided for students are explained, as are academic, attendance, conduct, and other College regulations. Special emphasis is placed on the development of effective study skills and use of the Library.

The course, ORI 100 - Orientation, is taught in the fall, winter and spring quarter and is a requirement for graduation for most general and technical education programs.

## **CHANGES OF PROGRAM**

Students are permitted to change from one program of study to another program in accordance with changes in their educational and career objectives. A student who wishes to change from one to another program is required to consult with a counselor concerning his/her proposed



educational plans and to secure approval from the Director of Admissions and Records.

Students who wish to change from their first program of study to a second program of study without having completed their first program may be approved to do so without restriction. However, students who seek a second change in order to attempt a third program must have a minimum cumulative quality point average of 2.0 to be eligible to undertake a third program of study.

**Changes of program should be initiated at least four weeks prior to the date of registration.** Counseling is provided to assist the student in educational and career planning.

Curriculum courses previously passed are evaluated for purposes of transfer credit to the student's new program of study. Previously earned credit hours approved for transfer are granted toward completion of graduation requirements for the new program of study.

### ATTENDANCE REGULATION

All students are expected to attend every class for which scheduled. No class cuts are provided. If unexpected emergencies or other serious reasons prevent the student from attending class, he/she should notify his/her instructors or the Office of Student Affairs as soon as possible.

Class attendance is considered in evaluating the student's progress toward meeting course objectives.

When a student has been absent in excess of 20% of the clock hours scheduled for a given course, the student will be dropped from the class roll and a drop slip will be issued by the instructor to inform the student that he/she has been dropped from the class. The student will not be allowed to return to class until the student has requested and has been issued a monitor slip by the Office of Student Affairs. The student will then be allowed to monitor the class until the Attendance Committee meets. A student is expected to resume regular classroom participation/responsibilities during the monitoring period. However, test grades obtained during the monitoring period will not be considered official until the student has been reinstated into class membership. To get a final grade other than WF, the student must be reinstated as a member of the class. To be considered for reinstatement in the class, the student must appear before the Attendance Committee or submit a letter to the Attendance Committee stating the reasons for each date of absence.

The Attendance Committee consists of two faculty members appointed by the instructional deans, one administrator appointed by the Dean of Student Affairs, and two students appointed by the Student Government Association. The committee will review each student's request for reinstatement and make the decision as to whether the student will be reinstated in the class or whether the drop will be sustained. A drop that is sustained constitutes unofficial withdrawal from the course and results in a grade of WF. If a student is absent from class again after having been dropped and subsequently reinstated, the student will not be reinstated



again by the Attendance Committee unless reinstatement is recommended by the instructor.

The student should contact the Office of Student Affairs immediately following the Attendance Committee meeting to learn of the decision made by the Committee. Minutes of Attendance Committee meetings are mailed to each student whose request for reinstatement in a course has been considered by the committee.

Decisions made by the Attendance Committee may be appealed to the administration. Appeals must be submitted in writing to the Dean of Student Affairs and should be received within three school days following the Attendance Committee meeting. Cases appealed will be reviewed and a decision rendered.

Course work missed due to absences may be made up with the approval and at the convenience of the instructor when deemed educationally feasible. The student is responsible for taking the initiative in arranging with the instructor to make up work missed.

### GRADING SYSTEM

Final course grades are issued to the student at the end of each quarter in accordance with the following grading system:

Grade	Description	Quality Points
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Unsatisfactory	0.0

**I** Incomplete temporarily for the duration of the following quarter. Credit hours attempted are not counted in the present quarter in computing the quality point average. If a passing grade is not achieved during the following quarter, the grade of "I" automatically becomes "F" and the credit hours attempted for the course are counted in computing the quality point average.

**WD** Officially withdrew within the first five and one-half weeks of the quarter. Credit hours attempted are not counted in computing the quality point average. No withdrawals are accepted for processing after the first five and one-half weeks of the quarter without extenuating circumstances and must be signed by the department chair or appropriate dean. Withdrawals after the first five and one-half weeks of the quarter are handled on a case-by-case basis.

**WF** Withdraw failing occurs if student exceeds number of absences specified by the attendance requirement and is dropped by the instructor. Credit hours attempted are counted in computing the quality point average.

**CR** Credit by proficiency examination. Courses on which this grade is earned are not included in the quality point average.



**AU** Audit. Course taken for non-credit purposes. Students auditing courses must meet the attendance regulation to continue in class. Students enrolled in East Carolina University contract general education courses are not allowed to audit a course prior to taking it for credit.

**NA** Never attended. Non penalty grade.

### **Removal of "I" Grades**

The grade of "I," meaning course work temporarily incomplete, may be removed by completing all work assigned by the instructor. It is the responsibility of the student to make arrangements with the instructor to accomplish the required remaining work needed to remove the "I" grade. If the student satisfactorily completes the required work during the quarter immediately following receipt of the "I" grade, the instructor assigns a permanent passing grade. Otherwise, the "I" grade automatically becomes a grade of "F" for purposes of the student's record and cumulative quality point average.

### **Cheating**

Cheating in any form (e.g. on an examination, plagiarism, or copying another student's research paper) is a serious offense and will be dealt with accordingly. An initial offense will result in a failing grade for the work involved. A second offense may lead to a failing grade for the course, or in an extreme instance dismissal from the College.

### **Repeating a Course**

A course on which the student receives a grade of "D" or lower may be repeated. The student must register for the course again in order to repeat. When a student repeats a course, the hours attempted and the grade earned are included in computing the student's quality point average.

Approval to repeat a course for credit is granted generally only one time. Permission to repeat a course for credit more than one time is subject to approval of the appropriate instructional dean.

### **Credit by Examination**

Course credit for proficiencies previously developed by the student may be earned by examination. A student who wishes to challenge a course may apply to take a proficiency examination covering the content of the course. Examinations may be arranged to document proficiencies previously developed through employment, military service, secondary education, post secondary non-accredited schools, or correspondence schools.

To earn credit by proficiency examination the student must:



1. Be currently enrolled in the program containing the course for which credit by examination is being sought.
2. Not have previously attempted the course for which credit by examination is being sought.
3. Submit the prescribed application for approval to seek credit by examination. Application forms are available from the Student Affairs Office.
4. Register for the course and pay appropriate tuition and fees as may be required.
5. Demonstrate to the satisfaction of the appropriate faculty member that sufficient justification exists to warrant approval of the request for the examination.
6. Secure written approval from the instructor, the department chairperson, and the appropriate instructional dean to take the examination.
7. For any course(s) which the student has registered at the beginning of the quarter and has attended classes, credit by examination must be gained within the first two weeks of the quarter. Courses for which a student has secured approval and has registered after the normal registration period may be challenged at any time during the quarter.
8. Arrange an appropriate time at the convenience of the instructor to take the examination.

The student is allowed one opportunity to take a proficiency examination for credit in any given course.

The grade of "CR" (credit by proficiency examination) is the official grade used by the instructor to report successful completion of a proficiency examination. To earn credit by examination a student must achieve a score equivalent to not less than "C" on the examination. There is no penalty or grade of record for an unsatisfactory grade on a proficiency examination.

Courses on which the grade of "CR" is earned are not included in the calculation of the student's quality point average.

The granting of curriculum credit for non-traditional educational experiences will be considered upon receipt of appropriate official documentation by the Director of Admissions and Records. The Director of Admissions and Records will evaluate the documentation to determine the applicability to the student's educational program. Transfer credit for non-traditional work from an accredited institution is limited to no more than 50% of the AAS degree or diploma requirements. The student will receive written notification of credit awarded on the "Transfer Credit Evaluation" form.

Curriculum credit for proficiencies developed through various non-traditional learning activities may also be earned as described in the "Credit by Examination" policy.



Curriculum credit may be granted for courses that have been passed by appropriate examination of the Advanced Placement Program (APP), the College Level Examination Program (CLEP), and the Defense Activity for Non-Traditional Education Support (DANTES). Credit will be allowed for APP scores of 3 and above. CLEP and DANTES test scores must meet American Council on Education (ACE) minimum recommendations.

**Military Service Training**

Military service school records may be submitted for transfer credit consideration. Service school diplomas, Army/ACE Registry Transcript System (AARTS) transcripts, and Military Occupational Specialty (MOS) Evaluation Score Reports are accepted for transfer credit evaluation. Military service experiences are evaluated using American Council on Education (ACE) recommendations.

Concerning the General Education Program, East Carolina University must also approve any requests for credit by proficiency examination for those courses which are taught under contract with that institution. This approval is required in addition to the guidelines (1-8) outlined above. For courses attempted by proficiency examination under East Carolina University, grades and quality points are assigned in the same manner as if a student took the course under regular classroom conditions.

**Quality Point Average**

The cumulative quality point average is computed in accordance with the following example:

Course	Qtr. Hrs. Attempted	Grade	QPs Per Qtr. Hrs.	Total QP's
BUS 225	5	A	4	20
ECO 102	3	B	3	9
ENG 101	3	C	2	6
BUS 115	3	D	1	3
BUS 232	3	F	0	0
BUS 235	3*	I	0	0
EDP 104	4*	WD	0	0
ENG 206	3	WF	0	0
BUS 102	<u>3*</u>	CR	0	<u>0</u>
	20			38

\*Hours attempted and grades on these courses are not included in the computation of the student's quality point average.



Thirty-eight (38) quality points are divided by twenty (20) quarter hours attempted to equal a 1.90 cumulative quality point average. When a course is repeated, the hours attempted and the grade earned are included in the computation of the student's cumulative quality point average. In case a student receives a grade of "D," "F," or "WF" on a course and subsequently repeats the course, the total quarter hours attempted include the hours attempted each time the course is taken.

Quality Point Average

The cumulative quality point average is computed by dividing the total quality points earned by the total quarter hours attempted. The following example illustrates the computation of a cumulative quality point average.

Course	Grade	Quality Points	Quarter Hours
BUS 111	A	4.00	3.00
ECO 101	B	3.00	3.00
ENG 101	C	2.00	3.00
BUS 112	D	1.00	3.00
BUS 222	F	0.00	3.00
BUS 223	WF	0.00	3.00
BUS 224	A	4.00	3.00
EDS 101	B	3.00	3.00
ENG 201	C	2.00	3.00
BUS 102	D	1.00	3.00
BUS 103	F	0.00	3.00
BUS 104	WF	0.00	3.00
BUS 105	A	4.00	3.00
BUS 106	B	3.00	3.00
BUS 107	C	2.00	3.00
BUS 108	D	1.00	3.00
BUS 109	F	0.00	3.00
BUS 110	WF	0.00	3.00
BUS 111	A	4.00	3.00
BUS 112	B	3.00	3.00
BUS 113	C	2.00	3.00
BUS 114	D	1.00	3.00
BUS 115	F	0.00	3.00
BUS 116	WF	0.00	3.00
BUS 117	A	4.00	3.00
BUS 118	B	3.00	3.00
BUS 119	C	2.00	3.00
BUS 120	D	1.00	3.00
BUS 121	F	0.00	3.00
BUS 122	WF	0.00	3.00
BUS 123	A	4.00	3.00
BUS 124	B	3.00	3.00
BUS 125	C	2.00	3.00
BUS 126	D	1.00	3.00
BUS 127	F	0.00	3.00
BUS 128	WF	0.00	3.00
BUS 129	A	4.00	3.00
BUS 130	B	3.00	3.00
BUS 131	C	2.00	3.00
BUS 132	D	1.00	3.00
BUS 133	F	0.00	3.00
BUS 134	WF	0.00	3.00
BUS 135	A	4.00	3.00
BUS 136	B	3.00	3.00
BUS 137	C	2.00	3.00
BUS 138	D	1.00	3.00
BUS 139	F	0.00	3.00
BUS 140	WF	0.00	3.00
BUS 141	A	4.00	3.00
BUS 142	B	3.00	3.00
BUS 143	C	2.00	3.00
BUS 144	D	1.00	3.00
BUS 145	F	0.00	3.00
BUS 146	WF	0.00	3.00
BUS 147	A	4.00	3.00
BUS 148	B	3.00	3.00
BUS 149	C	2.00	3.00
BUS 150	D	1.00	3.00
BUS 151	F	0.00	3.00
BUS 152	WF	0.00	3.00
BUS 153	A	4.00	3.00
BUS 154	B	3.00	3.00
BUS 155	C	2.00	3.00
BUS 156	D	1.00	3.00
BUS 157	F	0.00	3.00
BUS 158	WF	0.00	3.00
BUS 159	A	4.00	3.00
BUS 160	B	3.00	3.00
BUS 161	C	2.00	3.00
BUS 162	D	1.00	3.00
BUS 163	F	0.00	3.00
BUS 164	WF	0.00	3.00
BUS 165	A	4.00	3.00
BUS 166	B	3.00	3.00
BUS 167	C	2.00	3.00
BUS 168	D	1.00	3.00
BUS 169	F	0.00	3.00
BUS 170	WF	0.00	3.00
BUS 171	A	4.00	3.00
BUS 172	B	3.00	3.00
BUS 173	C	2.00	3.00
BUS 174	D	1.00	3.00
BUS 175	F	0.00	3.00
BUS 176	WF	0.00	3.00
BUS 177	A	4.00	3.00
BUS 178	B	3.00	3.00
BUS 179	C	2.00	3.00
BUS 180	D	1.00	3.00
BUS 181	F	0.00	3.00
BUS 182	WF	0.00	3.00
BUS 183	A	4.00	3.00
BUS 184	B	3.00	3.00
BUS 185	C	2.00	3.00
BUS 186	D	1.00	3.00
BUS 187	F	0.00	3.00
BUS 188	WF	0.00	3.00
BUS 189	A	4.00	3.00
BUS 190	B	3.00	3.00
BUS 191	C	2.00	3.00
BUS 192	D	1.00	3.00
BUS 193	F	0.00	3.00
BUS 194	WF	0.00	3.00
BUS 195	A	4.00	3.00
BUS 196	B	3.00	3.00
BUS 197	C	2.00	3.00
BUS 198	D	1.00	3.00
BUS 199	F	0.00	3.00
BUS 200	WF	0.00	3.00
BUS 201	A	4.00	3.00
BUS 202	B	3.00	3.00
BUS 203	C	2.00	3.00
BUS 204	D	1.00	3.00
BUS 205	F	0.00	3.00
BUS 206	WF	0.00	3.00
BUS 207	A	4.00	3.00
BUS 208	B	3.00	3.00
BUS 209	C	2.00	3.00
BUS 210	D	1.00	3.00
BUS 211	F	0.00	3.00
BUS 212	WF	0.00	3.00
BUS 213	A	4.00	3.00
BUS 214	B	3.00	3.00
BUS 215	C	2.00	3.00
BUS 216	D	1.00	3.00
BUS 217	F	0.00	3.00
BUS 218	WF	0.00	3.00
BUS 219	A	4.00	3.00
BUS 220	B	3.00	3.00
BUS 221	C	2.00	3.00
BUS 222	D	1.00	3.00
BUS 223	F	0.00	3.00
BUS 224	WF	0.00	3.00
BUS 225	A	4.00	3.00
BUS 226	B	3.00	3.00
BUS 227	C	2.00	3.00
BUS 228	D	1.00	3.00
BUS 229	F	0.00	3.00
BUS 230	WF	0.00	3.00
BUS 231	A	4.00	3.00
BUS 232	B	3.00	3.00
BUS 233	C	2.00	3.00
BUS 234	D	1.00	3.00
BUS 235	F	0.00	3.00
BUS 236	WF	0.00	3.00
BUS 237	A	4.00	3.00
BUS 238	B	3.00	3.00
BUS 239	C	2.00	3.00
BUS 240	D	1.00	3.00
BUS 241	F	0.00	3.00
BUS 242	WF	0.00	3.00
BUS 243	A	4.00	3.00
BUS 244	B	3.00	3.00
BUS 245	C	2.00	3.00
BUS 246	D	1.00	3.00
BUS 247	F	0.00	3.00
BUS 248	WF	0.00	3.00
BUS 249	A	4.00	3.00
BUS 250	B	3.00	3.00
BUS 251	C	2.00	3.00
BUS 252	D	1.00	3.00
BUS 253	F	0.00	3.00
BUS 254	WF	0.00	3.00
BUS 255	A	4.00	3.00
BUS 256	B	3.00	3.00
BUS 257	C	2.00	3.00
BUS 258	D	1.00	3.00
BUS 259	F	0.00	3.00
BUS 260	WF	0.00	3.00
BUS 261	A	4.00	3.00
BUS 262	B	3.00	3.00
BUS 263	C	2.00	3.00
BUS 264	D	1.00	3.00
BUS 265	F	0.00	3.00
BUS 266	WF	0.00	3.00
BUS 267	A	4.00	3.00
BUS 268	B	3.00	3.00
BUS 269	C	2.00	3.00
BUS 270	D	1.00	3.00
BUS 271	F	0.00	3.00
BUS 272	WF	0.00	3.00
BUS 273	A	4.00	3.00
BUS 274	B	3.00	3.00
BUS 275	C	2.00	3.00
BUS 276	D	1.00	3.00
BUS 277	F	0.00	3.00
BUS 278	WF	0.00	3.00
BUS 279	A	4.00	3.00
BUS 280	B	3.00	3.00
BUS 281	C	2.00	3.00
BUS 282	D	1.00	3.00
BUS 283	F	0.00	3.00
BUS 284	WF	0.00	3.00
BUS 285	A	4.00	3.00
BUS 286	B	3.00	3.00
BUS 287	C	2.00	3.00
BUS 288	D	1.00	3.00
BUS 289	F	0.00	3.00
BUS 290	WF	0.00	3.00
BUS 291	A	4.00	3.00
BUS 292	B	3.00	3.00
BUS 293	C	2.00	3.00
BUS 294	D	1.00	3.00
BUS 295	F	0.00	3.00
BUS 296	WF	0.00	3.00
BUS 297	A	4.00	3.00
BUS 298	B	3.00	3.00
BUS 299	C	2.00	3.00
BUS 300	D	1.00	3.00
BUS 301	F	0.00	3.00
BUS 302	WF	0.00	3.00
BUS 303	A	4.00	3.00
BUS 304	B	3.00	3.00
BUS 305	C	2.00	3.00
BUS 306	D	1.00	3.00
BUS 307	F	0.00	3.00
BUS 308	WF	0.00	3.00
BUS 309	A	4.00	3.00
BUS 310	B	3.00	3.00
BUS 311	C	2.00	3.00
BUS 312	D	1.00	3.00
BUS 313	F	0.00	3.00
BUS 314	WF	0.00	3.00
BUS 315	A	4.00	3.00
BUS 316	B	3.00	3.00
BUS 317	C	2.00	3.00
BUS 318	D	1.00	3.00
BUS 319	F	0.00	3.00
BUS 320	WF	0.00	3.00
BUS 321	A	4.00	3.00
BUS 322	B	3.00	3.00
BUS 323	C	2.00	3.00
BUS 324	D	1.00	3.00
BUS 325	F	0.00	3.00
BUS 326	WF	0.00	3.00
BUS 327	A	4.00	3.00
BUS 328	B	3.00	3.00
BUS 329	C	2.00	3.00
BUS 330	D	1.00	3.00
BUS 331	F	0.00	3.00
BUS 332	WF	0.00	3.00
BUS 333	A	4.00	3.00
BUS 334	B	3.00	3.00
BUS 335	C	2.00	3.00
BUS 336	D	1.00	3.00
BUS 337	F	0.00	3.00
BUS 338	WF	0.00	3.00
BUS 339	A	4.00	3.00
BUS 340	B	3.00	3.00
BUS 341	C	2.00	3.00
BUS 342	D	1.00	3.00
BUS 343	F	0.00	3.00
BUS 344	WF	0.00	3.00
BUS 345	A	4.00	3.00
BUS 346	B	3.00	3.00
BUS 347	C	2.00	3.00
BUS 348	D	1.00	3.00
BUS 349	F	0.00	3.00
BUS 350	WF	0.00	3.00
BUS 351	A	4.00	3.00
BUS 352	B	3.00	3.0



## Deans' List

The College recognizes outstanding academic achievement each quarter by publication of the Deans' List.

The Deans' List is made up of students who are enrolled for a minimum of 9 quarter hours in any quarter and have achieved a quarterly quality point average of at least 3.5 out of a possible 4.0 with no grades lower than "C."

## Forgiveness Policy

A student who has not been enrolled in curriculum courses in the College for 36 consecutive months may request the Registrar to re-evaluate his/her academic record. Under this policy, the student may request that his/her previous grade(s) of "F" not be used in calculating the cumulative grade point average. Prior to the re-evaluation, the student must be readmitted to the College, register for courses, and complete at least 12 credit hours of course work with a minimum quality point average of 2.0. The Registrar, at the request of the student, will then re-evaluate his/her cumulative quality point average as appropriate. A re-evaluation is provided only once for each student.

## WITHDRAWAL PROCEDURE

A student who is considering withdrawal from a course(s) or from the College is strongly encouraged first to consult the instructor(s) and his/her faculty advisor.

To withdraw officially from the College, a student is required to report to a counselor or to the Office of Student Affairs.

Students are permitted to officially drop a course(s) or to withdraw from the College during the first half of a quarter without incurring a penalty grade.

Students who fail to complete the prescribed withdrawal procedure are considered to have withdrawn unofficially and not in good standing.

**No withdrawals are accepted for processing after the first five and one-half weeks or the quarter without extenuating circumstances and must be signed by the department chair of appropriate dean. Withdrawals after the first five and one-half weeks of the quarter are handled on a case-by-case basis.**

## ACADEMIC PROGRESS

Each student enrolled in a degree or diploma program is expected to maintain satisfactory progress toward completion of requirements for the degree or diploma. At the end of each quarter the student's quarterly quality point average and cumulative quality point average are reviewed.

To be considered making satisfactory academic progress, a student must maintain at least the following minimum cumulative quality point average related to the number of credit hours attempted:



Qtr. Hrs. Attempted	Vocational Diploma Programs	Technical and General Education Degree Programs
	Minimum Cumulative QP Average	Minimum Cumulative QP Average
12-30	1.50	1.50
31-45	1.75	
31-66		1.75
46 or more	2.00	
67 or more		2.00

This scale will be used to determine each student's academic progress and status at the College. This scale is applicable also for purposes of certification to the Veterans Administration; Social Security Administration; State Division of Vocational Rehabilitation Services; student grants, loans, scholarships, other college financial aid; and other public and private agencies authorized to receive this information.

Reports of academic progress are included on grade reports mailed to all students following the end of each quarter. Records of progress are kept by the College Registrar on veteran and non-veteran students alike.

### PROBATION

A student whose academic progress is unsatisfactory, based on the student's cumulative quality point average as described above, will be placed on academic probation and will be notified by the Dean of Student Affairs. The student is required to meet with a counselor soon after being placed on probation. The purpose of this conference is to review the student's progress and to offer help in planning ways to improve academic progress and remove probationary status as soon possible.

Probationary status is removed by attaining the minimum cumulative quality point average required for satisfactory progress, as defined above under Academic Progress.

A student on academic probation is not permitted to participate in certain types of extracurricular activities, such as holding an executive office in the Student Government Association. Students on probation are not entitled to officially represent the College, the Student Government Association, or a student club or organization at meetings, conferences, and conventions.

### SUSPENSION

A student who has been on academic probation for two consecutive quarters will be suspended from the program of study for a period of one quarter. The student is required and will be notified to report for a conference with a counselor. The purpose of the conference is to offer the student assistance in reviewing his/her educational progress. Counseling is



provided to help the student clarify his/her educational goals and consider alternatives appropriate to the student's needs and objective.

A student suspended more than once for insufficient academic progress will be suspended for two quarters, and additional counseling will be provided to assist the student.

The Dean of Student Affairs is responsible for administration of academic probation and suspension.

## **DEGREES, DIPLOMAS AND CERTIFICATES**

The Associate in Applied Science degree is awarded to students who complete a two-year technical education program.

The Associate in General Education degree is granted to students who complete the two-year General Education program.

A diploma is awarded for completion of a one-year vocational education program.

The College awards certificates for completion of other courses of study.

### **Award of Additional Associate Degrees or Diplomas**

The College may award an additional degree or diploma to the student who has completed all required and elective courses specified for each additional program of study. A student shall be given credit for having completed courses in a degree or diploma program if they are the same courses previously taken and satisfactorily completed in another degree or diploma program.

It shall be the joint responsibility of the appropriate dean of instruction and department head to determine elective courses acceptable for transfer credit.

### **Changes in Curricula**

During a period of transition following curriculum revision, students currently enrolled may select either the old or new curriculum as their basis for meeting graduation requirements. Course substitutions are subject to approval of the department head and the appropriate dean of instruction.

Students who have not attended for at least two quarters who apply for readmission to a curriculum following curriculum revision must meet the new requirements for graduation, as outlined in the current or amended Catalog.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation from an associate degree or diploma program, the student must meet the following requirements:



1. Have passed all courses specified and required in the student's chosen program of study.
2. Have earned a minimum cumulative quality point average of 2.0 on all required associate degree level or vocational level courses attempted at the College and applicable to the students program of study.
3. Have taken and passed at least one fourth of the courses required in the program at Johnston Community College. It is anticipated that the final fifteen quarter credit hours be completed at the College.
4. Have paid all financial obligations owed to the College.
5. Have filed with the Registrar an application to graduate.

To be eligible for graduation from a certificate program, the student must pass all courses required in the program of study, have paid all financial obligations owed to the College, and file an application to graduate.

## **AWARDS**

### **President's Award**

Each year the President's Award is given to the student selected as most outstanding in scholastic achievement and leadership qualities.

Nominees are those students who have been selected from the various programs of study to receive the Outstanding Student Award.

### **Outstanding Student Award**

The Outstanding Student Award is given annually to one student in each program of study who has exhibited academic excellence and has made the most significant contribution of service to the College and the community.

### **Citizenship Award**

Recipients of the Citizenship Award are selected on the basis of campus leadership, service to fellow students, and participation in extracurricular activities.

### **Student Government Service Award**

The Student Government Service Award is given each year by the Student Government Association to the student who has rendered the most outstanding service to his/her fellow students.

### **Graduation with High Honors**

Graduating students who have achieved an "A" average, defined as a cumulative quality point average of 4.0, are recognized each year at graduation exercises as having graduated with high honors.



## **Graduation with Honors**

Graduating students who have achieved a cumulative quality point average of 3.5 or higher are recognized annually at graduation exercises as having graduated with honors.







# THE CURRICULA

General Education  
 Technical  
 Vocational  
 Certificate  
 Guided Studies

First Year			
Course	Hours	Lab	Total
ENG 101	3	0	3
ENG 102	3	0	3
ENG 103	3	0	3
ENG 104	3	0	3
ENG 105	3	0	3
ENG 106	3	0	3
ENG 107	3	0	3
ENG 108	3	0	3
ENG 109	3	0	3
ENG 110	3	0	3
ENG 111	3	0	3
ENG 112	3	0	3
ENG 113	3	0	3
ENG 114	3	0	3
ENG 115	3	0	3
ENG 116	3	0	3
ENG 117	3	0	3
ENG 118	3	0	3
ENG 119	3	0	3
ENG 120	3	0	3
ENG 121	3	0	3
ENG 122	3	0	3
ENG 123	3	0	3
ENG 124	3	0	3
ENG 125	3	0	3
ENG 126	3	0	3
ENG 127	3	0	3
ENG 128	3	0	3
ENG 129	3	0	3
ENG 130	3	0	3
ENG 131	3	0	3
ENG 132	3	0	3
ENG 133	3	0	3
ENG 134	3	0	3
ENG 135	3	0	3
ENG 136	3	0	3
ENG 137	3	0	3
ENG 138	3	0	3
ENG 139	3	0	3
ENG 140	3	0	3
ENG 141	3	0	3
ENG 142	3	0	3
ENG 143	3	0	3
ENG 144	3	0	3
ENG 145	3	0	3
ENG 146	3	0	3
ENG 147	3	0	3
ENG 148	3	0	3
ENG 149	3	0	3
ENG 150	3	0	3
ENG 151	3	0	3
ENG 152	3	0	3
ENG 153	3	0	3
ENG 154	3	0	3
ENG 155	3	0	3
ENG 156	3	0	3
ENG 157	3	0	3
ENG 158	3	0	3
ENG 159	3	0	3
ENG 160	3	0	3
ENG 161	3	0	3
ENG 162	3	0	3
ENG 163	3	0	3
ENG 164	3	0	3
ENG 165	3	0	3
ENG 166	3	0	3
ENG 167	3	0	3
ENG 168	3	0	3
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ENG 286	3	0	3
ENG 287	3	0	3
ENG 288	3	0	3
ENG 289	3	0	3
ENG 290	3	0	3
ENG 291	3	0	3
ENG 292	3	0	3
ENG 293	3	0	3
ENG 294	3	0	3
ENG 295	3	0	3
ENG 296	3	0	3
ENG 297	3	0	3
ENG 298	3	0	3
ENG 299	3	0	3
ENG 300	3	0	3



## GENERAL EDUCATION PROGRAM

The General Education Program is designed to provide two years of college-level general education courses and an opportunity to earn an Associate in General Education degree.

A student may earn the Associate in General Education degree by completing freshman- and sophomore-level general education courses transferable to senior colleges and universities, or by completing a combination of general education courses and other associate degree courses totaling ninety-six quarter credit hours.

General Education courses are offered on the Johnston Community College campus in affiliation with East Carolina University.

A sample outline of the program of study, which satisfies the requirements of the Associate in General Education Degree, is shown on the opposite page. However, alternate courses may be substituted, provided the student completes a minimum of general education transferable course work as follows: nine quarter credit hours in English, nine quarter credit hours in social sciences, three quarter credit hours in mathematics or sciences, and three quarter credit hours in oral communication, or equivalent semester hours.

## GENERAL EDUCATION PROGRAM

### G-020

#### Suggested Courses

			Hours Per Week		ECU Semester Hours Credit	Quarter Hours Equivalent
FIRST YEAR			Lec.	Lab		
Fall Quarter						
ORI	100	Orientation	1.0	0	0	1.0
HIS	104	World Civilizations to A.D. 1500	4.5	0	3	4.5
HEA	100	Health in Modern Society	3.0	0	2	3.0
ENG	110	Composition	4.5	0	3	4.5
PSY	106	General Psychology	4.5	0	3	4.5
			17.5	0	11	17.5
Winter Quarter						
ENG	203	Oral Communication	3.0	0	2	3.0
SOC	110	Introduction to Sociology	4.5	0	3	4.5
HIS	105	World Civilizations Since A.D. 1500	4.5	0	3	4.5
ENG	120	Composition	4.5	0	3	4.5
			16.5	0	11	16.5
MAT	143	General College Mathematics (preparatory to MAT 165; to remove deficiency, if necessary)	6.9	0	2	3.0



**Spring Quarter**

SOC	111	Modern Social Problems	4.5	0	3	4.5
MAT	165	College Algebra	6.9	0	3	4.5
ART	191	Art Appreciation	3.0	0	2	3.0
MUS	120	Music Appreciation	<u>3.0</u>	<u>0</u>	<u>2</u>	<u>3.0</u>
			17.4	0	10	15.0

**SECOND YEAR****Fall Quarter**

BIO	250	Principles of Biology	4.5	0	3	4.5
BIO	251	Principles of Biology Laboratory	0	4.5	1	1.5
POL	201	National Government	4.5	0	3	4.5
GEO	200	Earth and Man	<u>4.5</u>	<u>0</u>	<u>3</u>	<u>4.5</u>
			13.5	4.5	10	15.0

**Winter Quarter**

ENG	210	Major British Writers	4.5	0	3	4.5
PHI	169	Introduction to the Old Testament	4.5	0	3	4.5
PHI	100	Introduction to Philosophy	4.5	0	3	4.5
GEO	201	World Geography: Developed Regions	4.5	0	3	4.5
			<u>18.0</u>	<u>0</u>	<u>12</u>	<u>18.0</u>

**Spring Quarter**

PHI	170	Introduction to the New Testament	4.5	0	3	4.5
ENG	220	Major American Writers	4.5	0	3	4.5
BIO	260	Environmental Biology	6.0	0	4	6.0
BIO	261	Environmental Biology Lab	<u>0</u>	<u>4.5</u>	<u>1</u>	<u>1.5</u>
			15.0	4.5	11	16.5



## COURSE DESCRIPTIONS

### GENERAL EDUCATION PROGRAM

\*ECU courses numbers are indicated in parentheses.

	Hours Per Week Lec.	Per Week Lab	Semester Hours Credit	Quarter Hours Equiv.
<b>ART 191 (ART 1910) Art Appreciation</b>			(3.0-0-2-3.0)	
An exploratory study of the visual experience intended to enhance the student's understanding and enjoyment of art. Designed for the General College student.				
Prerequisite: None.				
<b>BIO 250 (BIOL 1050) Principles of Biology</b>			(4.5-0-3-4.5)	
Molecular basis of biology, bioenergetics, control systems, reproduction and development, genetics, diversity, evolution, communication and behavior, ecosystems.				
Prerequisite: None.				
<b>BIO 251 (BIOL 1051) Principles of Biology Laboratory</b>			(0-4.5-1-1.5)	
Practical applications of biological principles.				
Corequisite: BIO 250 (BIOL 1050).				
<b>BIO 260 (BIOL 1060) Environmental Biology</b>			(6.0-0-4-6.0)	
A basic study of the inter-relationship of organisms with each other and with their environment and human factors. Basic ecological problems, principles, and solutions will be presented. May be taken by non-biology majors. This course will not satisfy the requirements for biology majors.				
<b>BIO 261 (BIOL 1061) Environmental Biology Laboratory</b>			(0-4.5-1-1.5)	
A laboratory or field course offered to provide a more in-depth look at habitats.				
Corerequisite: BIO 260 (BIOL 1060).				
<b>ENG 110 (ENGL 1100) Composition</b>			(4.5-0-3-4.5)	
Essential skills of standard written English and the application of those skills in expository and analytical writing. Essays of varying length on subjects drawn from readings in essays and short fiction.				
Prerequisite: None.				
<b>ENG 120 (ENGL 1200) Composition</b>			(4.5-0-3-4.5)	
Introduction to the techniques of library research and the writing of research papers. Subjects for writing assignments will be drawn from readings in fiction, poetry, and drama.				
Prerequisite: ENG 110 (ENGL 1100).				
<b>ENG 203 (THEA 2005) Oral Communication</b>			(3.0-0-2-3.0)	
Improvements of articulation, pronunciation and delivery of simple speeches and readings.				
Prerequisite: None.				
<b>ENG 210 (ENGL 2100) Major British Writers</b>			(4.5-0-3-4.5)	
Major works of English literature.				
Prerequisite: ENG 120 (ENGL 1200).				
<b>ENG 220 (ENGL 2200) Major American Writers</b>			(4.5-0-3-4.5)	
Major works of American literature before World War II.				
Prerequisite: ENG 120 (ENGL 1200).				
<b>GEO 200 (GEOG 1000) Earth and Man</b>			(4.5-0-3-4.5)	
The major physical and cultural elements of the environment and their influence on man's activity. Recommended as basic course to the field of geography.				
Prerequisite: None.				



	Hours Per Week Lec.	Lab	Semester Hours Credit	Quarter Hours Equiv.
<b>GEO 201 (GEOG 2100) World Geography: Developed Regions</b>			(4.5-0-3-4.5)	
A geographical analysis of Eurasia and Africa with particular emphasis on the development of old cultural and economic patterns.				
Prerequisite: None.				
<b>HEA 100 (HLTH 1000) Health in Modern Society</b>			(3.0-0-2-3.0)	
An investigation of mental, social, and physical health problems related to man's internal and external environments in technological and leisure oriented societies.				
Prerequisite: None.				
<b>HIS 104 (HIST 1030) World Civilizations to A.D. 1500 (Formerly HIST 1040)</b>			(4.5-0-3-4.5)	
The development of civilization from prehistory to the Reformation.				
Prerequisite: None.				
<b>HIS 105 (HIST 1031) World Civilizations Since A.D. 1500 (Formerly HIST 1041)</b>			(4.5-0-3-4.5)	
European civilization from the Renaissance to the present.				
Prerequisite: None.				
<b>HIS 205 (HIST 1050) American History to 1877</b>			(4.5-0-3-4.5)	
The history of the United States from the discovery of America in 1492 to the end of Reconstruction.				
Prerequisite: None.				
<b>HIS 206 (HIST 1051) American History Since 1877</b>			(4.5-0-3-4.5)	
The history of the United States from Reconstruction to the present.				
Prerequisite: None.				
<b>LIB 100 (LIBS 1000) Research Skills</b>			(1.5-0-1-1.5)	
Designed to introduce college freshmen to the library and its resources. This course is not required for the associate degree but is required for graduation from East Carolina University.				
<b>MAT 143 (MATH 0045) General College Mathematics</b>			(6.9-0-2-3)	
Designed to prepare the student for the traditional course in college algebra. Topics covered include sets, real numbers, algebraic expressions, fractions, linear equations, special products and factors, and graphing. (May not be used to satisfy the general education mathematics requirement for East Carolina University).				
Prerequisite: None.				
<b>MAT 165 (MATH 1065) College Algebra</b>			(6.9-0-3-4.5)	
Covers the usual topics: sets; linear, quadratic, polynomial, and exponential functions; inequalities; permutations; combinations, the binomial theorem, and mathematical induction.				
Prerequisite: Appropriate score on ECU math pre-test.				
<b>MAT 166 (MATH 1066) Applied Math for Decision Making</b>			(4.5-0-3-4.5)	
Skills in formulating models for and interpreting solutions to business word problems will be developed. Topics covered: linear and non-linear equations, systems of linear equations, applications of matrix algebra, and applied basic differential calculus (no proofs will be included). Course will satisfy the general education mathematics requirement at East Carolina University. Course is a requirement at ECU for business majors.				
Prerequisite: Appropriate score on ECU math pre-test.				



	Hours Per Week Lec.	Hours Per Week Lab	Semester Hours Credit	Quarter Hours Equiv.
<b>MAT 185 (MATH 1085) Pre-Calculus Mathematics</b>			<b>(7.5-0-5-7.5)</b>	
A one-semester course in algebra and trigonometry. May not be taken by students who have successfully completed MAT 165 and MAT 175.				
Prerequisite: Appropriate score on ECU math pre-test.				
<b>MAT 212 (MATH 2127) Basic Concepts of Mathematics I</b>			<b>(4.5-0-3-4.5)</b>	
Designed for elementary teachers. The system of real numbers and subsystems and their properties from an algebraic and geometric point of view.				
Prerequisite: Appropriate score on ECU math pre-test.				
<b>MAT 217 (MATH 2171) Calculus I</b>			<b>(6-0-4-6)</b>	
A short review of algebra and trigonometry; limits; derivatives and applications of derivatives, Newton's method; graphing of functions; conic sections, integration and applications of integration.				
Prerequisite: MAT 185 (MATH 1085).				
<b>MAT 218 (MATH 2172) Calculus II</b>			<b>(6-0-4-6)</b>	
A second course in Calculus including differential equations. Other topics include trigonometric functions, exponential functions, hyperbolic functions, techniques of integration, sequences and series.				
Prerequisite: MAT 217 (MATH 2171).				
<b>MUS 120 (MUSC 2208) Music Appreciation</b>			<b>(3.0-0-2-3.0)</b>	
Introduction to the basic materials of music and their utilization in the understanding and enjoyment of music of different styles and periods. Musical elements, forms, stylistic features and the role of music in our society. Emphasizes development of aural awareness.				
Prerequisite: None.				
<b>ORI 100 Orientation</b>			<b>(1.0-0-0-1)</b>	
This course is designed to acquaint the student with the philosophy, purpose and objectives of the College, as well as the resources and regulations provided to aid the student in responding effectively in a learning environment. The content will include basic study skills and an introduction to the pertinent functional areas of the school relevant to the student, such as financial assistance, library, counseling, student activities, campus services, job placement, and continuing education.				
Prerequisite: None.				
<b>PHI 100 (PHIL 1110) Introduction to Philosophy</b>			<b>(4.5-0-3-4.5)</b>	
A study of some of the basic questions about knowledge, existence, and value which have engaged philosophers, as selected from primary philosophical works, ancient through contemporary.				
Prerequisite: None.				
<b>PHI 169 (PHIL 1695) Introduction to the Old Testament</b>			<b>(4.5-0-3-4.5)</b>	
Some Old Testament teachings.				
<b>PHI 170 (PHIL 1696) Introduction to the New Testament</b>			<b>(4.5-0-3-4.5)</b>	
Some New Testament teachings.				
<b>POL 201 (POL 1010) National Government</b>			<b>(4.5-0-3-4.5)</b>	
American national government with emphasis on basic concepts, structure, powers, procedures and problems.				
Prerequisite: None.				



	Hours Per Week Lec.	Lab	Semester Hours Credit	Quarter Hours Equiv.
<b>PSY 106 (PSYC 2105) General Psychology</b>				<b>(4.5-0-3-4.5)</b>
The fundamental principles underlying human behavior.				
Prerequisite: None.				
<b>PSY 107 (PSYC 3201) Psychology of Childhood</b>				<b>(4.5-0-3-4.5)</b>
The study of the psychological bases in the areas of growth and development of children. Brief introduction to major theories and scientific findings and their applications in the areas of learning, cognitive development, motivation, personality and social relations (including parent-child, peer, and school relations).				
Prerequisite: PSY 106 (PSYC 2105).				
<b>SOC 110 (SOCI 2110) Introduction to Sociology</b>				<b>(4.5-0-3-4.5)</b>
The nature, concepts and principles of sociology; society, culture, socialization, groups, institutions and organizations, the class system, social change, social processes.				
Prerequisite: None.				
<b>SOC 111 (SOCI 2111) Modern Social Problems</b>				<b>(4.5-0-3-4.5)</b>
The nature, extent, causes, and consequences of social problems in America today; the examination of methods of limiting and solving these problems.				
Prerequisite: SOC 110 (SOCI 2110).				
<b>SPA 101, 102 (SPAN 1001, 1002) Elementary Spanish</b>				<b>(4.5-0-3-4.5)</b>
Two semester sequence. Laboratory work required. Intensive training in the basic skills of understanding, reading, speaking, and writing Spanish.				
<b>SPA 103, 104 (SPAN 1003, 1004) Intermediate Spanish</b>				<b>(4.5-0-3-4.5)</b>
Two semester sequence. Laboratory work required. Intensive training leading to a more advanced level of achievement in understanding, reading, speaking and writing Spanish.				
Prerequisite: SPA 101, 102.				

### THE FOLLOWING COURSES ARE ACCEPTABLE AS CREDITS TOWARD THE GENERAL EDUCATION DEGREE

ANT 201	ECO 102	MAT 201
BIO 102	ECO 104	PHY 101
BIO 103	EDP 104	PHY 102
BIO 104	EDP 109	PHY 104
BIO 108	EGR 105	PHY 106
BIO 109	ENG 101	POL 102
BIO 206	ENG 102	POL 103
BIO 208	ENG 103	PSY 102
BUS 101	ENG 204	PSY 103
BUS 102	ENG 206	PSY 118
BUS 109	HEA 110	PSY 206
BUS 115	MAT 100	PSY 226
BUS 120	MAT 101	SOC 102
BUS 123	MAT 102	SSC 201
BUS 282	MAT 103	SSC 202
CHE 101	MAT 105	



# TECHNICAL EDUCATION

## THE ASSOCIATE DEGREE

The Associate in Applied Science degree is awarded upon satisfactory completion of a structured two-year technical education program.

### PURPOSE

Each two-year technical education curriculum is designed primarily for preparing individuals for employment upon graduation. During the two-year period of study, students are required to master certain skills, develop a sound theoretical background, and broaden their general education by enrolling in related courses which include economics, communications, and human relations.

ACCOUNTING  
ADMINISTRATIVE OFFICE TECHNOLOGY  
BUSINESS ADMINISTRATION  
BUSINESS COMPUTER PROGRAMMING  
COMMERCIAL ART AND ADVERTISING DESIGN  
EARLY CHILDHOOD ASSOCIATE  
ELECTRONICS ENGINEERING TECHNOLOGY  
GENERAL OFFICE  
INDUSTRIAL MANAGEMENT TECHNOLOGY  
LAW ENFORCEMENT TECHNOLOGY  
MEDICAL OFFICE TECHNOLOGY  
NURSING EDUCATION OPTIONS:  
ASSOCIATE DEGREE WITH PRACTICAL NURSING  
PARALEGAL TECHNOLOGY  
RADIOLOGIC TECHNOLOGY (RADIOGRAPHY)



## ACCOUNTING

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant; budget accountant and property accountant.

### ACCOUNTING T-016 Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
		Elective	3	0	3
BUS	109	Business Math	5	0	5
ENG	101	Composition I	3	0	3
ACC	120	Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
			17	2	18
<b>Second Quarter</b>					
OSC	102	Keyboarding	1	4	3
ACC	121	Accounting II	5	2	6
ENG	102	Composition II	3	0	3
ECO	102	Macroeconomics	<u>3</u>	<u>0</u>	<u>3</u>
			12	6	15
<b>Third Quarter</b>					
BUS	115	Business Law I	3	0	3
ACC	122	Accounting III	5	2	6
ENG	103	Composition III	3	0	3
ECO	104	Microeconomics	<u>3</u>	<u>0</u>	<u>3</u>
			14	2	15
<b>Fourth Quarter</b>					
CSC	104	Introduction to Data Processing with MS/DOS	4	2	5
ACC	225	Cost Accounting	5	0	5
BUS	116	Business Law II	3	0	3
BUS	123	Business Finance	<u>3</u>	<u>0</u>	<u>3</u>
			15	2	16
<b>Fifth Quarter</b>					
ACC	222	Intermediate Accounting	5	2	6
ENG	204	Oral Communication	3	0	3
OSC	110	Office Machines	2	2	3
CAS	220	Fundamentals of LOTUS 1-2-3	<u>2</u>	<u>4</u>	<u>4</u>
			12	8	16



### Sixth Quarter

ACC	229	Taxes	5	0	5
ACC	223	Intermediate Accounting	5	2	6
BUS	235	Principles of Management	3	0	3
MAT	105	College Mathematics	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			19	2	20

### Seventh Quarter

ACC	269	Auditing	5	0	5
ACC	227	Advanced Accounting	5	0	5
		Social Science Elective	3	0	3
ACC	205	Computerized Accounting	<u>2</u>	<u>4</u>	<u>4</u>
			15	4	17
		Total	104	26	117



# ACCOUNTING

## Arrangement for Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
		Elective	3	0	3
ENG	101	Composition I	3	0	3
OSC	102	Keyboarding	1	4	3
BUS	109	Business Math	<u>5</u>	<u>0</u>	<u>5</u>
			13	4	15
<b>Second Quarter</b>					
ACC	120	Accounting I	5	2	6
ECO	102	Macroeconomics	3	0	3
ENG	102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12
<b>Third Quarter</b>					
ACC	121	Accounting II	5	2	6
ENG	103	Composition III	3	0	3
ECO	104	Microeconomics	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12
<b>Fourth Quarter</b>					
ACC	122	Accounting III	5	2	6
BUS	115	Business Law I	3	0	3
ENG	204	Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12
<b>Fifth Quarter</b>					
ACC	222	Intermediate Accounting	5	2	6
BUS	123	Business Finance	3	0	3
BUS	116	Business Law II	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12
<b>Sixth Quarter</b>					
ACC	223	Intermediate Accounting	5	2	6
CSC	104	Introduction to Data Processing with MS/DOS	4	2	5
OSC	110	Office Machines	<u>2</u>	<u>2</u>	<u>3</u>
			11	6	14
<b>Seventh Quarter</b>					
ACC	225	Cost Accounting	5	0	5
MAT	105	College Mathematics	3	0	3
BUS	235	Principles of Management	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			14	0	14
<b>Eighth Quarter</b>					
ACC	229	Taxes	5	0	5
CAS	220	Fundamentals of LOTUS 1-2-3	2	4	4
ACC	269	Auditing	<u>5</u>	<u>0</u>	<u>5</u>
			12	4	14



# Ninth Quarter

ACC	227	Advanced Accounting	5	0	5
ACC	205	Computerized Accounting	2	4	4
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			10	4	12
Total			104	26	117



## ADMINISTRATIVE OFFICE TECHNOLOGY

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and work/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office task such as scheduling appointments, composing correspondence and performing reprographics duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising and manufacturing as well as offices in local, state and federal government.

## ADMINISTRATIVE OFFICE TECHNOLOGY

### T-030

#### Curriculum by quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
OSC	102	Keyboarding	1	4	3
OSC	106	Speedwriting I	3	2	4
BUS	109	Business Math	5	0	5
ENG	101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
			13	6	16
<b>Second Quarter</b>					
OSC	183E	Terminology and Vocabulary	3	0	3
OSC	103	Document Formatting	1	4	3
ENG	102	Composition II	3	0	3
OSC	107	Speedwriting II	3	2	4
BUS	101	Introduction to Business	<u>3</u>	<u>0</u>	<u>3</u>
			13	6	16
<b>Third Quarter</b>					
OSC	104	Document Production	1	4	3
OSC	108	Speedwriting III	3	2	4
BUS	115	Business Law I	3	0	3
ECO	102	Macroeconomics	3	0	3
ENG	103	Composition III	<u>3</u>	<u>0</u>	<u>3</u>
			13	6	16
<b>Fourth Quarter</b>					
ACC	120	Accounting I	5	2	6
CSC	104	Introduction to Data Proc. with MS/DOS	4	2	5
OSC	205	Advanced Document Production	1	4	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13	8	17



			Hours Per Week		Quarter Hours
			Lec.	Lab	Credit
<b>Fifth Quarter</b>					
CAS	220	Fundamentals of LOTUS 1-2-3	2	4	4
OSC	112	Records Management	3	0	3
OSC	110	Office Machines	2	2	3
OSC	270	Word Processing I	2	2	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	8	16
<b>Sixth Quarter</b>					
OSC	212E	Machine Transcription I	1	4	3
OSC	273	Word Processing II	3	2	4
MAT	105	College Mathematics	3	0	3
CAS	221	Data Base Management Applications	2	2	3
BUS	272	Principles of Supervision	3	0	3
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	8	19
<b>Seventh Quarter</b>					
OSC	213E	Office Procedures	3	2	4
OSC	274	Office Systems Management	3	0	3
ENG	204	Oral Communications	3	0	3
ACC	205	Computerized Accounting	2	4	4
OSC	220E	Machine Transcription II	<u>1</u>	<u>4</u>	<u>3</u>
			12	10	17
Total			91	52	117



## BUSINESS ADMINISTRATION

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world, its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in understanding the principles of organization and management in business occupations, utilizing modern techniques to make decisions, understanding the economy through study and analysis of the role of production and marketing, communicating orally and in writing, and interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

## BUSINESS ADMINISTRATION

### T-018

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
BUS	101	Introduction to Business	3	0	3
BUS	109	Business Math	5	0	5
ENG	101	Composition I	3	0	3
ACC	120	Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
			17	2	18
<b>Second Quarter</b>					
OSC	102	Keyboarding	1	4	3
ACC	121	Accounting II	5	2	6
ENG	102	Composition II	3	0	3
ECO	102	Macroeconomics	<u>3</u>	<u>0</u>	<u>3</u>
			12	6	15
<b>Third Quarter</b>					
BUS	115	Business Law I	3	0	3
ACC	122	Accounting III	5	2	6
ENG	103	Composition III	3	0	3
ECO	104	Microeconomics	<u>3</u>	<u>0</u>	<u>3</u>
			14	2	15
<b>Fourth Quarter</b>					
CSC	104	Introduction to Data Processing with MS/DOS	4	2	5
BUS	276	Money and Banking	3	0	3
BUS	116	Business Law II	3	0	3
OSC	110	Office Machines	2	2	3
		Business Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	4	17



**Fifth Quarter**

ENG	204	Oral Communication	3	0	3
MKT	120	Marketing	5	0	5
CAS	220	Fundamentals of LOTUS 1-2-3	2	4	4
BUS	123	Business Finance	3	0	3
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			16	4	18

**Sixth Quarter**

ACC	229	Taxes	5	0	5
BUS	235	Principles of Management	3	0	3
MAT	105	College Mathematics	3	0	3
		Social Science Elective	3	0	3
MKT	232	Principles of Selling	<u>3</u>	<u>0</u>	<u>3</u>
			17	0	17

**Seventh Quarter**

MKT	243	Advertising	4	0	4
ACC	205	Computerized Accounting	2	4	4
INS	247	Business Insurance	3	0	3
BUS	272	Principles of Supervision	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	4	17
		Total	106	22	117



# BUSINESS ADMINISTRATION

## T-018

### Arrangement for Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
BUS	101	Introduction to Business	3	0	3
ENG	101	Composition I	3	0	3
OSC	102	Keyboarding	1	4	3
BUS	109	Business Math	<u>5</u>	<u>0</u>	<u>5</u>
			13	4	15
<b>Second Quarter</b>					
ACC	120	Accounting I	5	2	6
ECO	102	Macroeconomics	3	0	3
ENG	102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12
<b>Third Quarter</b>					
ACC	121	Accounting II	5	2	6
ENG	103	Composition III	3	0	3
ECO	104	Microeconomics	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12
<b>Fourth Quarter</b>					
ACC	122	Accounting III	5	2	6
BUS	115	Business Law I	3	0	3
BUS	276	Money and Banking	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12
<b>Fifth Quarter</b>					
CSC	104	Introduction to Data Processing with MS/DOS	4	2	5
BUS	123	Business Finance	3	0	3
BUS	116	Business Law II	3	0	3
ENG	204	Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
			13	2	14
<b>Sixth Quarter</b>					
MKT	120	Marketing	5	0	5
CAS	220	Fundamentals of LOTUS 1-2-3	2	4	4
OSC	110	Office Machines	<u>2</u>	<u>2</u>	<u>3</u>
			9	6	12
<b>Seventh Quarter</b>					
ACC	205	Computerized Accounting	2	4	4
MAT	105	College Mathematics	3	0	3
BUS	235	Principles of Management	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			11	4	13



**Eighth Quarter**

ACC	229	Taxes	5	0	5
MKT	232	Principles of Selling	3	0	3
INS	247	Business Insurance	3	0	3
		Business Elective	<u>3</u>	<u>0</u>	<u>3</u>
			14	0	14

**Ninth Quarter**

		Elective	3	0	3
MKT	243	Advertising	4	0	4
BUS	272	Principles of Supervision	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13	0	13
		Total	106	22	117



## BUSINESS COMPUTER PROGRAMMING

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation equipment.

Entry-level jobs such as computer programmer, computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

## BUSINESS COMPUTER PROGRAMMING

### T-022

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
CSC	104	Introduction to Data Processing with MS/DOS	4	2	5
BUS	109	Business Math	5	0	5
ACC	102	Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
			15	4	17
<b>Second Quarter</b>					
CSC	109	Basic Language Programming I	2	4	4
ACC	121	Accounting II	5	2	6
ENG	101	Composition I	3	0	3
OSC	102	Keyboarding	1	4	3
MAT	105	College Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
			14	10	19
<b>Third Quarter</b>					
CSC	113	C Language Programming I	3	2	4
ACC	122	Accounting III	5	2	6
ECO	102	Macroeconomics	3	0	3
CAS	222	dBase III and Desktop Publishing	<u>2</u>	<u>4</u>	<u>4</u>
			13	8	17
<b>Fourth Quarter</b>					
CSC	114	C Language Programming II	3	2	4
BUS	225	Cost Accounting	5	0	5
BUS	115	Business Law I	3	0	3
ENG	102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
			14	2	15
<b>Fifth Quarter</b>					
CSC	111	Business Programming (COBOL I)	4	2	5
		Social Science Elective	3	0	3
ECO	104	Microeconomics	3	0	3
ENG	103	Composition III	3	0	3
CSC	208	Fundamentals of RPG II and RPG III	<u>2</u>	<u>4</u>	<u>4</u>
			15	6	18



### Sixth Quarter

CSC	219	Introduction to Systems and Procedures	3	0	3
CSC	112	Business Programming (COBOL II)	4	2	5
BUS	272	Principles of Supervision	3	0	3
		Social Science Elective	3	0	3
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			16	2	17

### Seventh Quarter

OSC	270	Word Processing Applications	2	2	3
ACC	205	Computerized Accounting	2	4	4
ENG	204	Oral Communications	3	0	3
CAS	220	Fundamentals of LOTUS 1-2-3	<u>2</u>	<u>4</u>	<u>4</u>
			9	10	14
		Total	96	42	117



# BUSINESS COMPUTER PROGRAMMING

T-022

## Arrangement for Evening Program

			Hours Per Week		Quarter Hours Credit
			Lec.	Lab	
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
BUS	109	Business Mathematics	5	0	5
ENG	101	Composition I	3	0	3
OSC	102	Keyboarding	<u>1</u>	<u>4</u>	<u>3</u>
			10	4	12
<b>Second Quarter</b>					
ACC	120	Accounting I	5	2	6
ECO	102	Macroeconomics	3	0	3
ENG	102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12
<b>Third Quarter</b>					
CSC	104	Introduction to Data Processing with MS/DOS	4	2	5
ACC	121	Accounting II	<u>5</u>	<u>2</u>	<u>6</u>
			9	4	11
<b>Fourth Quarter</b>					
CSC	109	BASIC Language Programming	2	4	4
MAT	105	College Mathematics	3	0	3
ACC	122	Accounting III	<u>5</u>	<u>2</u>	<u>6</u>
			10	6	13
<b>Fifth Quarter</b>					
CSC	113	C Language Programming I	3	2	4
CAS	222	dBASE III and Desktop Publishing	<u>2</u>	<u>4</u>	<u>4</u>
			5	6	8
<b>Sixth Quarter</b>					
CSC	114	C Language Programming II	3	2	4
ACC	225	Cost Accounting	5	0	5
BUS	115	Business Law I	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12
<b>Seventh Quarter</b>					
CSC	111	Business Programming (COBOL I)	4	2	5
		Social Science Elective	3	0	3
ENG	103	Composition III	<u>3</u>	<u>0</u>	<u>3</u>
			10	2	11
<b>Eighth Quarter</b>					
ECO	104	Microeconomics	3	0	3
CSC	112	Business Programming (COBOL II)	4	2	5
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			10	2	11



<b>Ninth Quarter</b>					
CSC	208	Fundamentals of RPG II and RPG III	2	4	4
BUS	272	Principles of Supervision	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			8	4	10
<b>Tenth Quarter</b>					
CSC	219	Introduction to Systems and Procedures	3	0	3
OSC	270	Word Processing Applications	2	2	3
ENG	204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
			8	2	9
<b>Eleventh Quarter</b>					
ACC	205	Computerized Accounting	2	4	4
CAS	220	Fundamentals of LOTUS 1-2-3	<u>2</u>	<u>4</u>	<u>4</u>
			4	8	8
		Total	96	42	117



## COMMERCIAL ART AND ADVERTISING DESIGN

Students in the Commercial Art and Advertising Design curriculum study advertising, illustration, layout, typography, design, photography, graphic communications, and production.

Commercial artists and advertising designers create and design layouts and art work for print and audiovisual media. They may design and prepare letterheads, brochures, illustrations and art for publication; produce package design; and prepare lettering, type and art for print and audiovisual media.

Job opportunities for graduates of this program may be in art and design studios, advertising agencies, department stores, industrial advertising departments, government agencies, television and film studios, and the printing and publishing industry.

## COMMERCIAL ART AND ADVERTISING DESIGN

### T-070

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
DES	121	Principles of Design	1	9	4
ART	107	Fundamentals of Drawing	1	3	2
DES	215	Typography and Lettering	2	3	3
ART	201	Art Survey	3	0	3
ENG	101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
			11	15	16
<b>Second Quarter</b>					
DES	126	General Design	1	9	4
ART	105	Life Drawing	1	4	3
DES	216	Typography and Typesetting	2	2	3
ENG	102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
			7	15	13
<b>Third Quarter</b>					
DES	127	Advertising Design	2	8	6
ART	106	Figure Drawing	2	3	3
ART	108	Perspective Drawing	2	3	3
DES	212	Marker Illustration	<u>1</u>	<u>3</u>	<u>2</u>
			7	17	14
<b>Fourth Quarter</b>					
PHO	116	Basic Photography	2	3	3
ART	109	Drawing	1	3	2
DES	110	Industrial Illustration	2	3	3
OSC	102	Keyboarding	1	4	3
ENG	103	Composition III	<u>3</u>	<u>0</u>	<u>3</u>
			9	13	14



Fifth Quarter					
DES	227	Publication Design	1	9	4
PHO	108	Darkroom Basics	2	3	3
DES	250	Computer Graphics	1	4	3
DES	220	Advertising Production	1	3	2
		Social Science Elective	<u>5</u>	<u>0</u>	<u>5</u>
			10	19	17
Sixth Quarter					
DES	228	Corporate Design	1	9	4
		Elective			3
DES	214	Advanced Rendering Techniques	1	4	3
MAT	105	College Mathematics	3	0	3
DES	200	Portfolio	<u>1</u>	<u>3</u>	<u>2</u>
			6	16	15
Seventh Quarter					
DES	229	Specialty Design	2	8	6
ART	231	Acrylic Painting	3	3	4
DES	212	Printmaking I	0	6	3
		Social Science Elective	3	0	3
		Elective (Art Related)	<u>0</u>	<u>0</u>	<u>2</u>
			8	17	18
Eighth Quarter					
DES	218	Advanced Rendering Techniques II	2	8	6
DES	201	Portfolio Review	0	2	1
		Elective (Art-Related)			3
ENG	204	Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
			5	10	13
Total			63 +	120 +	120



## EARLY CHILDHOOD ASSOCIATE

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

## EARLY CHILDHOOD ASSOCIATE

### T-073

#### Curriculum by Quarters

					Hours Per Week			Quarter Credit Hours
					Lec.	Lab.	Practicum	
<b>FIRST QUARTER</b>								
ORI	100	Orientation			1	0	0	1
PSY	201	General Psychology			3	0	0	3
*EDU	101	Introduction to Early Childhood Education			3	0	0	3
SOC	101	Introduction to Sociology			3	0	0	3
HEA	101	Personal Hygiene and Health			3	0	0	3
MAT	105	College Mathematics			3	0	0	3
					<u>16</u>	<u>0</u>	<u>0</u>	<u>16</u>
<b>SECOND QUARTER</b>								
ENG	101	Composition I			3	0	0	3
PSY	115	Child Growth and Development I			5	0	0	5
EDU	208	Art Methods and Activities			3	0	0	3
		Free Elective			3	0	3	
*EDU	103	Early Childhood Application I			<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
					<u>16</u>	<u>2</u>	<u>0</u>	<u>17</u>
<b>THIRD QUARTER</b>								
ENG	102	Composition II			3	0	0	3
PSY	116	Child Growth and Development II			3	0	0	3
EDU	203	Exceptional Children			3	0	0	3
*NUT	102	Nutrition for Young Children			3	2	0	4
*EDU	115	Language Arts for Children			<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
					<u>15</u>	<u>2</u>	<u>0</u>	<u>16</u>
<b>FOURTH QUARTER</b>								
ENG	103	Composition III			3	0	0	3
EDU	209	Science for Young Children			3	0	0	3
*PSY	120	Behavioral Management & Guidance			3	0	0	3
ENG	205	Children's Literature			3	0	0	3
EDU	104	Early Childhood Application II			<u>3</u>	<u>0</u>	<u>10</u>	<u>4</u>
					<u>15</u>	<u>0</u>	<u>10</u>	<u>16</u>

NOTE: Students taking following \* courses may receive a certificate.

NOTE: Students completing the first four quarters may receive a diploma.



FIFTH QUARTER

SOC	108	Community Resources	3	0	0	3
EDU	219	Early Childhood Application III	3	0	10	4
EDU	211	Math for Young Children	3	0	0	3
EDU	111	Emotional Development	3	0	0	3
SOC	203	Marriage and the Family	3	0	0	3
			15	0	10	16

SIXTH QUARTER

ENG	204	Oral Communication	3	0	0	3
*HEA	105	Family, School, and Community Health	3	0	0	3
OSC	102	Keyboarding	1	4	0	3
EDU	220	Early Childhood Application IV	3	0	10	4
SOC	215	Interpersonal Relationships and Communication	3	0	0	3
			13	4	10	16

SEVENTH QUARTER

EDU	143	Audio Visual Aids	1	3	0	2
EDU	204	Parent Education	3	0	0	3
EDU	221	Children's Music	3	0	0	3
EDU	230	Practicum	4	0	20	6
			11	3	20	14



## ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

### SUPPLEMENTAL INFORMATION

Applicants who have not taken the necessary high school algebra courses or who need to strengthen their background in algebra may be granted provisional admission. Under these conditions the student is required to remove the mathematics deficiency in order to continue in the program. Full admission is contingent upon satisfactory completion of MAT 143 — General College Mathematics.

## ELECTRONICS ENGINEERING TECHNOLOGY

### T-045

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
ENG	204	Oral Communication	3	0	3
ENG	101	Composition I	3	0	3
CSC	105	Computer Fundamentals I	1	4	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			11	4	13
MAT	143	General College Mathematics (Preparatory to remove deficiency, if necessary. 2 semester hours credit: equivalency - 3 quarters hours credit)			
<b>Second Quarter</b>					
ELC	112	Electrical Fundamentals I	2	6	4
ENG	102	Composition II	3	0	3
MAT	101	Technical Mathematics I	5	0	5
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13	6	15
<b>Third Quarter</b>					
ELC	113	Electrical Fundamentals II	2	6	4
ELN	121	Electronics I	3	6	5
ENG	103	Composition III	3	0	3
MAT	102	Technical Mathematics II	<u>5</u>	<u>0</u>	<u>5</u>
			13	12	17



Fourth Quarter					
ELC	114	Electrical Fundamentals III	3	2	4
ELN	122	Electronics II	3	6	5
MAT	103	Technical Mathematics III	<u>5</u>	<u>0</u>	<u>5</u>
			11	8	14

Fifth Quarter					
ELN	123	Electronics III	3	4	5
ELN	241	Electronic Systems I	3	4	5
PHY	101	Physics: Properties of Matter	3	2	4
ELN	127	Technical Documentation	<u>1</u>	<u>3</u>	<u>2</u>
			10	13	16

Sixth Quarter					
ELN	218	Pulse, Logic and Digital Circuits	3	4	5
ELN	247	Electronic Systems II (Computers)	3	4	5
PHY	102	Physics: Work, Energy, Power	<u>3</u>	<u>2</u>	<u>4</u>
			9	10	14

Seventh Quarter					
ELN	219	Digital Fundamentals	3	4	5
ELN	248	Electronic Systems III (Computers)	3	4	5
ELN	260	Digital Communications	3	4	5
PHY	104	Physics: Light and Sound	<u>3</u>	<u>2</u>	<u>4</u>
			12	14	19

			Hours Per Week		Quarter Hours
Eighth Quarter			Lec.	Lab	Credit
ELN	256	Advanced Microcomputer System Analysis	3	4	5
ELN	257	Circuit Design	2	4	4
MAT	202	Applied Statistics	3	0	3
		Elective	<u>      </u>	<u>      </u>	<u>3</u>
			8	8	15
		Total	87	75	123



# ELECTRONICS ENGINEERING TECHNOLOGY

## (Evening Certificate Program)

### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
CSC	105	Computer Fundamentals I	1	4	3
			<u>2</u>	<u>4</u>	<u>4</u>
MAT	143	General College Mathematics (Preparatory to remove deficiency, if necessary. 2 semester hours credit: equivalency - 3 quarters hours credit)			
<b>Second Quarter</b>					
ELC	112	Electrical Fundamentals I	2	6	4
MAT	101	Technical Mathematics I	5	0	5
			<u>7</u>	<u>6</u>	<u>9</u>
<b>Third Quarter</b>					
ELC	113	Electrical Fundamentals II	2	6	4
MAT	102	Technical Mathematics II	5	0	5
			<u>7</u>	<u>6</u>	<u>9</u>
<b>Fourth Quarter</b>					
ELC	114	Electrical Fundamentals III	3	2	4
			<u>3</u>	<u>2</u>	<u>4</u>
<b>Fifth Quarter</b>					
ELN	121	Electronics I	3	6	5
ELN	218	Pulse, Logic and Digital Circuits	3	4	5
			<u>6</u>	<u>10</u>	<u>10</u>
<b>Sixth Quarter</b>					
ELN	122	Electronics II	3	6	5
ELN	219	Digital Fundamentals	3	4	5
			<u>6</u>	<u>10</u>	<u>10</u>
<b>Seventh Quarter</b>					
ELN	247	Electronic Systems II (Computers)	3	4	5
ELN	127	Technical Documentation	1	3	2
			<u>4</u>	<u>7</u>	<u>7</u>
<b>Eighth Quarter</b>					
ELN	248	Electronic Systems III (Computers)	3	4	5
		Elective			3
			<u>3</u>	<u>4</u>	<u>8</u>
Total			38	49	61



## GENERAL OFFICE

The purposes of the General Office curriculum are to prepare the individual to enter clerical-office occupations, provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and provide an opportunity for individuals wanting to fulfill professional or general interest need.

These purposes will be fulfilled through skill development in the areas of keyboarding, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

## GENERAL OFFICE

### T-033

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
OSC	102	Keyboarding	1	4	3
OSC	183E	Terminology & Vocabulary	3	0	3
BUS	109	Business Math	5	0	5
ENG	101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
			13	4	15
<b>Second Quarter</b>					
OSC	103	Document Formatting	1	4	3
ACC	120	Accounting I	5	2	6
ENG	102	Composition II	3	0	3
		Social Science Electives	<u>3</u>	<u>0</u>	<u>3</u>
			12	6	15
<b>Third Quarter</b>					
OSC	104	Document Production	1	4	3
BUS	115	Business Law I	3	0	3
ECO	102	Macroeconomics	3	0	3
ACC	121	Accounting II	<u>5</u>	<u>2</u>	<u>6</u>
			12	6	15
<b>Fourth Quarter</b>					
ACC	205	Computerized Accounting	2	4	4
OSC	205	Advanced Document Production	1	4	3
CSC	104	Introduction to Data Processing with MS/DOS	4	2	5
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			10	10	15
<b>Fifth Quarter</b>					
ENG	103	Composition III	3	0	3
OSC	110	Office Machines	2	2	3
OSC	112	Records Management	3	0	3
OSC	270	Word Processing I	2	2	3
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13	4	15



Sixth Quarter

MAT	105	College Mathematics	3	0	3
OSC	273	Word Processing II	3	2	4
OSC	212E	Machine Transcription I	1	4	3
ACC	229	Taxes	5	0	5
CAS	221	Data Base Management Applications	<u>2</u>	<u>2</u>	<u>3</u>
			14	8	18

Seventh Quarter

OSC	220E	Machine Transcription II	1	4	3
OSC	213E	Office Procedures	3	2	4
OSC	274	Office Systems Management	3	0	3
ENG	204	Oral Communications	3	0	3
BUS	272	Principles of Supervision	<u>3</u>	<u>0</u>	<u>3</u>
			13	6	16
Total			87	44	109



**GENERAL OFFICE**  
**T-033**  
**Arrangement for Evening Program**

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
OSC	102	Keyboarding	1	4	3
BUS	109	Business Math	5	0	5
ENG	101	Composition I	3	0	3
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13	4	15
<b>Second Quarter</b>					
OSC	103	Document Formatting	1	4	3
ACC	120	Accounting I	5	2	6
BUS	183E	Terminology & Vocabulary	<u>3</u>	<u>0</u>	<u>3</u>
			9	6	12
<b>Third Quarter</b>					
OSC	104	Document Production	1	4	3
ENG	102	Composition II	3	0	3
ACC	121	Accounting II	<u>5</u>	<u>2</u>	<u>6</u>
			9	6	12
<b>Fourth Quarter</b>					
ACC	205	Computerized Accounting	2	4	4
BUS	115	Business Law I	3	0	3
ECO	102	Macroeconomics	3	0	3
OSC	270	Word Processing I	<u>2</u>	<u>2</u>	<u>3</u>
			10	6	13
<b>Fifth Quarter</b>					
OSC	273	Word Processing II	3	2	4
CSC	104	Introduction to Data Processing with MS/DOS	4	2	5
ENG	204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
			10	4	12
<b>Sixth Quarter</b>					
OSC	110	Office Machines	2	2	3
OSC	205	Advanced Document Production	1	4	3
OSC	212E	Machine Transcription I	1	4	3
ENG	103	Composition III	<u>3</u>	<u>0</u>	<u>3</u>
			7	10	12
<b>Seventh Quarter</b>					
MAT	105	College Mathematics	3	0	3
OSC	112	Records Management	3	0	3
		Social Science Elective	3	0	3
OSC	220E	Machine Transcription II	<u>1</u>	<u>4</u>	<u>3</u>
			10	4	12



### Eighth Quarter

ACC	229	Taxes	5	0	5
CAS	221	Data Base Management Applications	2	2	3
OSC	274	Office Systems Management	<u>3</u>	<u>0</u>	<u>3</u>
			10	2	11

### Ninth Quarter

BUS	272	Principles of Supervision	3	0	3
OSC	213E	Office Procedures	3	2	4
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			9	2	10
		Totals	87	44	109



## INDUSTRIAL MANAGEMENT TECHNOLOGY

The Industrial Management curriculum is designed to provide an individual with the ability to function effectively in supervisory and middle-management positions in industry. This program emphasizes study and application in areas such as business and industrial management, production methods and schedules, inventory control, work analysis, motivation techniques and human relations.

This curriculum is designed to prepare the individual to enter supervisory or middle-management positions, to provide an educational program for upgrading or retraining, and to provide an opportunity for the individual wanting to fulfill professional or general interest needs.

## INDUSTRIAL MANAGEMENT TECHNOLOGY

### T-049

#### Curriculum by Quarters

#### Arrangement for Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
ENG	101	Composition I	3	0	3
CSC	104	Introduction to Data Processing with MS/DOS	4	2	5
BUS	101	Introduction to Business	3	0	3
			<u>11</u>	<u>2</u>	<u>12</u>
<b>Second Quarter</b>					
ENG	102	Composition II	3	0	3
ISC	102	Industrial Safety	3	0	3
ECO	102	Macroeconomics	3	0	3
MAT	101	Technical Mathematics I	5	0	5
			<u>14</u>	<u>0</u>	<u>14</u>
<b>Third Quarter</b>					
ENG	103	Composition III	3	0	3
MKT	120	Marketing	5	0	5
BUS	282	Business Statistics	5	0	5
			<u>13</u>	<u>0</u>	<u>13</u>
<b>Fourth Quarter</b>					
OSC	102	Keyboarding	1	4	3
CSC	109	BASIC Language Programming	2	4	4
		Elective	3	0	3
			<u>6</u>	<u>8</u>	<u>10</u>
<b>Fifth Quarter</b>					
ENG	204	Oral Communications	3	0	3
ISC	120	Principles of Industrial Management	5	0	5
ISC	213	Production Planning	4	0	4
			<u>12</u>	<u>0</u>	<u>12</u>



Sixth Quarter

ISC	209	Plant Layout	3	2	4
ISC	220	Management Problems	<u>5</u>	<u>0</u>	<u>5</u>
			8	2	9

Seventh Quarter

CAS	222	dBASE III and Desktop Publishing	2	4	4
ISC	211	Work Measurement	<u>4</u>	<u>4</u>	<u>6</u>
			6	8	10

Eighth Quarter

ACC	120	Accounting I	5	2	6
ISC	210	Job Analysis and Evaluation	<u>3</u>	<u>2</u>	<u>4</u>
			8	4	10

Ninth Quarter

ISC	202	Quality Control	3	2	4
ISC	204	Value Analysis	3	0	3
PSY	206	Applied Psychology	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	2	13

Tenth Quarter

ISC	207	Foreman Supervision	3	0	3
CAS	220	Fundamentals of LOTUS 1-2-3	<u>2</u>	<u>4</u>	<u>4</u>
			5	4	7
		Total	95	30	110



## LAW ENFORCEMENT TECHNOLOGY

The Law Enforcement Technology curriculum prepares individuals for a career in the law enforcement services occupations and other allied occupations. Law Enforcement occupations require a thorough understanding of criminal behavior, criminal investigation, interpersonal communications, law, patrol operations, psychology, sociology, traffic management and other aspects of law enforcement administration and operations.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and abilities acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

## LAW ENFORCEMENT TECHNOLOGY

### T-064

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
ENG	101	Composition I	3	0	3
CJC	101	Introduction to Police Science	5	0	5
PSY	102	Principles of Psychology	<u>5</u>	<u>0</u>	<u>5</u>
			14	0	14
<b>Second Quarter</b>					
ENG	102	Composition II	3	0	3
MAT	100	Essentials of Math	5	0	5
CJC	115	Criminal Law I	<u>5</u>	<u>0</u>	<u>5</u>
			13	0	13
<b>Third Quarter</b>					
ENG	103	Composition III	3	0	3
CSC	104	Introduction to Data Processing	4	2	5
CJC	225	Constitutional Law	5	0	5
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	2	16
<b>Fourth Quarter</b>					
ENG	204	Oral Communication	3	0	3
SOC	102	Principles of Sociology	5	0	5
CJC	110	Crime and Delinquency	<u>5</u>	<u>0</u>	<u>5</u>
			13	0	13
<b>Fifth Quarter</b>					
POL	102	The National Government	5	0	5
CJC	220	Organization & Police Administration	5	0	5
CJC	202	Community Police Relations	<u>5</u>	<u>0</u>	<u>5</u>
			15	0	15



<b>Sixth Quarter</b>					
POL	103	State and Local Government	5	0	5
		Elective	5	0	5
CJC	205	Criminal Evidence & Procedure	<u>5</u>	<u>0</u>	<u>5</u>
			15	0	15
<b>Seventh Quarter</b>					
CJC	210	Criminal Investigation I	5	0	5
		Technical Elective	5	0	5
PSY	103	Adolescent Psychology	<u>5</u>	<u>0</u>	<u>5</u>
			15	0	15
<b>Eighth Quarter</b>					
CJC	232	Patrol Operations	5	0	5
CJC	222	Criminology	5	0	5
CJC	226	Substance Abuse	5	0	5
CJC	228	Special Topics Seminar	<u>3</u>	<u>0</u>	<u>3</u>
			18	0	18
			<b>Total</b>		<b>119</b>



## MEDICAL OFFICE TECHNOLOGY

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures.

Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the office of physicians, hospitals, and other medical care providers.

## MEDICAL OFFICE TECHNOLOGY

### T-032

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Orientation	1	0	1
OSC	102	Keyboarding	1	4	3
OSC	106	Speedwriting I	3	2	4
BUS	109	Business Math	5	0	5
ENG	101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
			13	6	16
<b>Second Quarter</b>					
OSC	183M	Terminology and Vocabulary	4	0	4
OSC	103	Document Formatting	1	4	3
OSC	107	Speedwriting II	3	2	4
ENG	102	Composition II	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			14	6	17
<b>Third Quarter</b>					
OSC	104	Document Production	1	4	3
OSC	108	Speedwriting III	3	2	4
BUS	115	Business Law I	3	0	3
ECO	102	Macroeconomics	3	0	3
OSC	248	Medical Insurance	<u>3</u>	<u>0</u>	<u>3</u>
			13	6	16
<b>Fourth Quarter</b>					
ACC	120	Accounting I	5	2	6
OSC	205	Advanced Document Production	1	4	3
CSC	104	Introduction to Data Processing with MS/DOS	4	2	5
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13	8	17



**Fifth Quarter**

CAS	220	Fundamentals of LOTUS 1-2-3	2	4	4
OSC	110	Office Machines	2	2	3
OSC	112	Records Management	3	0	3
OSC	270	Word Processing I	2	2	3
ENG	103	Composition III	<u>3</u>	<u>0</u>	<u>3</u>
			12	8	16

**Sixth Quarter**

MAT	105	College Mathematics	3	0	3
OSC	273	Word Processing II	3	2	4
OSC	212M	Machine Transcription I	1	4	3
BUS	272	Principles of Supervision	3	0	3
CAS	221	Data Base Management Applications	2	2	3
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	8	19

**Seventh Quarter**

OSC	220M	Machine Transcription II	1	4	3
OSC	213M	Office Procedures	3	2	4
OSC	274	Office Systems Management	3	0	3
ENG	204	Oral Communications	3	0	3
ACC	205	Computerized Accounting	<u>2</u>	<u>4</u>	<u>4</u>
			12	10	17
		Total	92	52	118



## **NURSING EDUCATION OPTIONS: ASSOCIATE DEGREE WITH PRACTICAL NURSING**

The Nursing Education Options: Associate Degree with Practical Nursing is a unique nursing curriculum designed to prepare graduates to practice as a practical nurse (LPN) or a registered nurse (RN). Students who choose to exit after the first four (4) quarters have received fundamental preparation in nursing enabling them to be eligible to take the licensing examination (NCLEX-PN) required for practice as a Licensed Practical Nurse. Graduates of the second year have developed the knowledge and skills which will enable them to be eligible to take the licensing examination (NCLEX-RN) required to practice as a Registered Nurse. Licensed Practical Nurses who meet specific criteria may also enter this program with advanced credits toward the Associate of Applied Science Degree.

The first year graduate possesses a sound basic knowledge of nursing theory and proficiency in fundamental nursing skills. The graduate may provide care and treatment to selected patients under the supervision of a registered nurse or physician. The practical nurse graduate is prepared specifically to: (1) participate in assessing the patient's physical and mental health; (2) record and report the results of the nursing assessment; (3) participate in implementing the health care plan; (4) reinforce the teaching and counseling of a registered nurse, physician, or dentist; and (5) record and report the nursing care rendered and the patient's response to that care.

The graduate of the second year is prepared to carry out nursing measures as well as medically delegated procedures utilizing the principles and theories of nursing and the sciences. The associate degree graduate is prepared to: (1) assess the patient's physical and mental health; (2) record and report the results of the nursing assessment; (3) plan, initiate and deliver and evaluate appropriate nursing acts; (4) teach, delegate to or supervise other personnel in implementing the treatment regimen; (5) collaborate with other health care providers in determining the appropriate health care for a patient; (6) implement the treatment and pharmaceutical regimen prescribed by any person authorized by state law to prescribe such a regimen; (7) provide teaching and counseling about the patient's health care; (8) report and record the plan for care, nursing care given, and the patient's response to that care; and (9) supervise, teach and evaluate those who perform or are preparing to perform nursing functions.

### **SUPPLEMENTAL INFORMATION**

The primary facilities for clinical experience for Johnston Community College students include Johnston Memorial Hospital, Wayne Memorial Hospital, Raleigh Community Hospital, Holly Hill Hospital, Sampson Memorial Hospital, Betsy Johnson Hospital, and, Rex Hospital. Students will be rotated throughout the various clinical facilities with schedules including 7-1 p.m., 3-9 p.m. and 3-11 p.m.

The program begins in the Summer quarter, and students electing to complete only the first level will exit at the end of the fourth quarter. The



eighth quarter is only five and one-half weeks in length. Because many of the courses are taught in sequence, it is inadvisable to omit any quarter and plan to re-enter the program.

Applicants who have been accepted for admission to Nursing Education Options are required to submit the completed Report of Health Evaluation form supplied by the College. This report is to be based on a physical examination conducted by a physician and must be submitted prior to the date of the student's initial registration in the program. Proof of current CPR certification is also required prior to registration.

## NURSING EDUCATION OPTIONS

### T-116

#### Curriculum by Quarters

#### FIRST LEVEL

##### First Quarter — Summer

			Hours Per Week			Quarter Hours
			Lec.	Lab	Clinic	Credit
NUR	101	Fundamentals of Nursing	5	6	0	8
BIO	102	Anatomy & Physiology I	4	2	0	5
PSY	106	General Psychology	4.5	0	0	4.5
NUT	106	Basic Nutrition	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			16.5	8	0	20.5

##### Second Quarter — Fall

NUR	103	Medical-Surgical Nursing I	5	2	0	6
NUR	103P	Medical-Surgical Nursing I Clinical	0	0	12	4
PSY	118	Growth and Development	3	0	0	3
BIO	103	Anatomy & Physiology II	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
			12	4	12	18

##### Third Quarter — Winter

NUR	102	Maternal Child Nursing I or				
NUR	104	Medical-Surgical Nursing II	7	0	0	7
NUR	102P	Maternal Child Nursing I Clinical or				
NUR	104P	Medical-Surgical Nursing II Clinical	0	0	12	4
PHM	107	Pharmacology	3	0	0	3
BIO	104	Anatomy & Physiology III	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
			14	2	12	19
NUR	100	Orientation to Nursing (Required course for L.P.N.'s advanced placement into Third or Fourth Quarter. No credit in curriculum is earned.)				



			Hours Per Week			Quarter Hours Credit
			Lec.	Lab	Clinic	
<b>Fourth Quarter — Spring</b>						
NUR	102	Maternal Child Nursing I				
		or				
NUR	104	Medical-Surgical Nursing II	7	0	0	7
NUR	102P	Maternal Child Nursing I Clinical				
		or				
NUR	104P	Medical-Surgical Nursing II Clinical	0	0	12	4
NUR	105	Nursing Seminar	3	0	0	3
ENG	110	Composition (exiting students only)	4.5	0	0	4.5
BIO	206	Fundamentals of Microbiology				
		(For Prospective Second Level Students)	3	2	0	4
			<u>13-14.5</u>	<u>0-2</u>	<u>12</u>	<u>18-18.5</u>
First Level Totals (Minimum)			55.5	14	36	75.5
(Maximum)			57	16	36	76
<b>SECOND LEVEL</b>						
<b>Fifth Quarter — Summer</b>						
NUR	203	Medical-Surgical Nursing III	7	0	0	7
NUR	203P	Medical-Surgical Nursing III Clinical	0	0	12	4
ENG	110	Composition	4.5	0	0	4.5
PSY	226	Abnormal Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14.5	0	12	18.5
<b>Sixth Quarter — Fall</b>						
NUR	202	Maternal Child Nursing II				
		or				
NUR	206	Psychiatric Nursing	6	0	0	6
NUR	202P	Maternal Child Nursing II Clinical				
		or				
NUR	206P	Psychiatric Nursing Clinical	0	0	12	4
ENG	120	Composition	4.5	0	0	4.5
ENG	203	Oral Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			13.5	0	12	17.5
<b>Seventh Quarter — Winter</b>						
NUR	202	Maternal Child Nursing II				
		or				
NUR	206	Psychiatric Nursing	6	0	0	6
NUR	202P	Maternal Child Nursing II Clinical				
		or				
NUR	206P	Psychiatric Nursing Clinical	0	0	12	4
		Elective	3	0	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	0	12	16
<b>Eighth Quarter — Spring (5 ½ weeks)</b>						
NUR	207	Nursing Problems	6	0	0	3
NUR	207P	Nursing Practicum	<u>0</u>	<u>0</u>	<u>18</u>	<u>3</u>
			6	0	18	6
Second Level Totals			46	0	54	58
Program Totals			Minimum	101.5	21	90
			Maximum	103	21	90
						133.5
						134



## PARALEGAL TECHNOLOGY

The Paralegal Technology curriculum trains individuals to work under the general direction of lawyers, to relieve lawyers of routine matters, and to assist them in the conduct of more complicated and difficult tasks. The legal technician should be capable of doing independent legal work under the supervision of a lawyer, supervise secretaries in their work for the lawyer, and search out information and court facts for the lawyer. Training will include general subjects such as English, accounting and psychology, as well as specialized legal courses such as legal definitions, court systems, laws and techniques of investigation.

Graduates of the Paralegal Technology curriculum should be able to directly assist a lawyer or groups of lawyers in most facets of law, but they must always work under the supervision of a lawyer. The legal technician will not be qualified to give legal advice, enter into courtroom procedure, or be involved in litigation except as an assistant to the lawyer. Paralegal graduates will be able to assist in work on probate matters, conducting investigations, searching public records, preparation of tax forms, serving and filing legal documents, bookkeeping, library research and providing office management assistance. Employment opportunities are available in public and private law firms and with individual lawyers.

Upon completion of the program, the student will receive an Associate Degree.

## PARALEGAL TECHNOLOGY

### T-120

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Freshman Orientation	1	0	1
ENG	101	Composition I	3	0	3
LEX	101	Introduction to Paralegal Studies	2	0	2
LEX	102	Civil Litigation I	3	0	3
LEX	107	Legal Ethics	2	0	2
MAT	100	Essentials of Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
			16	0	16
<b>Second Quarter</b>					
ENG	102	Composition II	3	0	3
ACC	120	Accounting I	5	2	6
LEX	104	Legal Research	5	2	6
LEX	103	Civil Litigation II	<u>3</u>	<u>0</u>	<u>3</u>
			16	4	18
<b>Third Quarter</b>					
ENG	103	Composition III	3	0	3
LEX	105	Legal Writing	2	4	4
LEX	106	Domestic Relations Law	3	2	4
LEX	108	Tort Law	4	0	4
BUS	115	Business Law I	<u>3</u>	<u>0</u>	<u>3</u>
			15	6	18



**Fourth Quarter**

LEX	201	Investigation	3	0	3
LEX	202	Law Office Management	2	2	3
LEX	203	Administrative Law	3	0	3
OSC	102	Keyboarding	1	4	3
BUS	116	Business Law II	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	6	18

**Fifth Quarter**

LEX	205	Real Estate Law	3	0	3
LEX	206	Wills, Trusts, and Probate	4	2	5
ACC	205	Computerized Accounting	2	4	4
OSC	270	Word Processing I	<u>2</u>	<u>2</u>	<u>3</u>
			11	8	15

**Sixth Quarter**

LEX	207	Bankruptcy and Collections	2	2	3
LEX	208	Title Search and Real Estate Closing	3	4	5
LEX	210	Partnership and Corporate Law	3	0	3
BUS	272	Principles of Supervision	3	0	3
		*Elective	<u>3</u>	<u>0</u>	<u>3</u>
			14	6	17

\*May be satisfied by taking LEX 211 or any other course student chooses.

LEX	211	Legal Internship	1	20	3
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**Seventh Quarter**

PSY	201	General Psychology	3	0	3
ENG	204	Oral Communication	3	0	3
*LEX	209	Legal Seminar	3	0	3
LEX	204	Criminal Law	4	0	4
ACC	229	Taxes	<u>5</u>	<u>0</u>	<u>5</u>
			18	0	18

\*May substitute LEX 211 - Internship if not used to satisfy Elective requirement.

LEX	211	Internship	<u>1</u>	<u>20</u>	<u>3</u>
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Totals	105	30	120
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If student takes LEX 211, totals will be as follows:

Totals	103	50	120
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## PARALEGAL TECHNOLOGY

The Paralegal Technology curriculum trains individuals to work under the general direction of lawyers, to relieve lawyers of routine matters, and to assist them in the conduct of more complicated and difficult tasks. The legal technician should be capable of doing independent legal work under the supervision of a lawyer, supervise secretaries in their work for the lawyer, and search out information and court facts for the lawyer. Training will include general subjects such as English, accounting and psychology, as well as specialized legal courses such as legal definitions, court systems, laws and techniques of investigation.

Graduates of the Paralegal Technology curriculum should be able to directly assist a lawyer or groups of lawyers in most facets of law, but they must always work under the supervision of a lawyer. The legal technician will not be qualified to give legal advice, enter into courtroom procedure, or be involved in litigation except as an assistant to the lawyer. Paralegal graduates will be able to assist in work on probate matters, conducting investigations, searching public records, preparation of tax forms, serving and filing legal documents, bookkeeping, library research and providing office management assistance. Employment opportunities are available in public and private law firms and with individual lawyers.

Upon completion of the program, the student will receive an Associate Degree.

## PARALEGAL TECHNOLOGY

### T-120

#### Arrangement For Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ORI	100	Freshman Orientation	1	0	1
ENG	101	Composition I	3	0	3
LEX	101	Introduction to Paralegal Studies	2	0	2
LEX	102	Civil Litigation I	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9
<b>Second Quarter</b>					
BUS	115	Business Law I	3	0	3
LEX	103	Civil Litigation II	3	0	3
MAT	100	Essentials of Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
			11	0	11
<b>Third Quarter</b>					
ENG	102	Composition II	3	0	3
ACC	120	Accounting I	5	2	6
BUS	116	Business Law II	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12



**Fourth Quarter**

LEX	104	Legal Research	5	2	6
LEX	106	Domestic Relations Law	3	2	4
ENG	103	Composition III	<u>3</u>	<u>0</u>	<u>3</u>
			11	4	13

**Fifth Quarter**

LEX	105	Legal Writing	2	4	4
LEX	107	Legal Ethics	2	0	2
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			7	4	9

**Sixth Quarter**

LEX	210	Partnership and Corporate Law	3	0	3
LEX	108	Tort Law	4	0	4
OSC	102	Keyboarding	1	4	3
LEX	202	Law Office Management	<u>2</u>	<u>2</u>	<u>3</u>
			10	6	13

**Seventh Quarter**

OSC	270	Word Processing I	2	2	3
LEX	206	Wills, Trusts and Probate	4	2	5
LEX	203	Administrative Law	<u>3</u>	<u>0</u>	<u>3</u>
			9	4	11

**Eighth Quarter**

LEX	204	Criminal Law	4	0	4
LEX	205	Real Estate Law	3	0	3
ACC	205	Computerized Accounting	<u>2</u>	<u>4</u>	<u>4</u>
			9	4	11

**Ninth Quarter**

LEX	207	Bankruptcy and Collections	2	2	3
LEX	208	Title Search & Real Estate Closing	3	4	5
PSY	201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
			8	6	11

**Tenth Quarter**

BUS	272	Principles of Supervision	3	0	3
ENG	204	Oral Communication	3	0	3
*LEX	209	Legal Seminar	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9

\*May substitute LEX 211 - Legal Internship if not used to satisfy elective requirement.



Eleventh Quarter

ACC	229	Taxes	5	0	5
LEX	201	Investigation	3	0	3
*		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			11	0	11

\*May be satisfied by taking LEX 211 - Internship or any other course student chooses.

LEX	211	Legal Internship	<u>1</u>	<u>20</u>	<u>3</u>
		Totals	105	30	120

If student takes LEX 211, totals will be as follows:

Totals	103	50	120
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## **RADIOLOGIC TECHNOLOGY (Radiography)**

The Radiologic Technology curriculum prepares graduates to be competent Medical Radiation Technologists. The radiographer is a skilled person qualified by technological education to provide patient services using imaging modalities (as directed by physicians qualified to order and/or perform radiologic procedures) by: (1) Applying knowledge of the principles of radiation protection for the patient, self and others; (2) Applying knowledge of anatomy, positioning and techniques to accurately demonstrate anatomical structures on a radiograph; (3) Determining exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to the patient; (4) Examining radiographs for the purpose of evaluating technical competence, positioning and other pertinent technical qualities; (5) Exercising discretion and judgment in the performance of medical imaging procedures; (6) Providing patient care essential to radiologic procedures; and (7) Recognizing emergency patient conditions and initiating life saving first aid.

Graduates may be employed in Radiology departments in hospitals, clinics, physician's offices, research and medical laboratories, federal and state agencies and industry.

Graduates are eligible to take the National Examination given by the American Registry of Radiologic Technologists for certification as Registered Medical Radiologic Technologists.

Individuals desiring a career in Radiologic Technology should take courses in Biology, Algebra and Chemistry and/or Physics prior to entering the program.

### **SUPPLEMENTAL INFORMATION**

The Radiologic Technology program is taught on the campus of Johnston Community College, with the clinical phase of instruction being taught at Johnston Memorial, Sampson Memorial, Wayne Memorial Hospital, and Betsy Johnson Memorial Hospitals. While in training, the student will be expected to work evening and weekends periodically at any one of the affiliated hospitals. The clinical work schedule may not always coincide with the published school calendar. A minimum grade of "C" on each course beginning with the prefix RDT-C is required for progression in the program.

Applicants who have been accepted for admission to Radiologic Technology are required to submit the completed Report of Health Evaluation form supplied by the College. This report is to be based on a physical examination conducted by a physician and must be submitted prior to the date of the student's initial registration in the program.

To be eligible to sit for the Registry Examination, the American Registry of Radiologic Technologists, requires that students must have successfully completed an approved Radiologic Technology program which extends over a minimum two calendar years. All Radiography core courses must be attempted in sequence of the curriculum. Computer proficiency must be demonstrated prior to graduation from the program.



**T-061**

	Hours Per Week	Quarter Hours
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Second Quarter						
RAD	103	Radiographic Techniques II	4	2	0	5
RAD	102C	Clinical Practicum II	0	0	15	5
BIO	109	Anatomy and Physiology II	4	2	0	5
PHY	111	Physics I	2	2	0	3
ENG	203	Oral Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			13	6	15	21

<b>Fourth Quarter</b>					
RAD	104C	Clinical Practicum IV	0	0	30
RAD	107	Radiography Seminar I	2	0	0
		Elective	<u>3</u>	<u>0</u>	<u>0</u>
			5	0	30
					15

Sixth Quarter						
RAD	202	Special Radiographic Procedures	3	0	0	3
RAD	203	Medical Imaging II	4	0	0	4
RAD	202C	Clinical Practicum VI	0	0	24	8
ENG	120	Composition	<u>4.5</u>	<u>0</u>	<u>0</u>	<u>4.5</u>
			11.5	0	24	19.5



**Seventh Quarter**

BIO	208	Introd. to the Study of Disease	3	0	0	3
RAD	205	Radiation Biology	3	0	0	3
RAD	203C	Clinical Practicum VII	0	0	24	8
		Social Science Elective	<u>4.5</u>	<u>0</u>	<u>0</u>	<u>4.5</u>
			10.5	0	24	18.5

**Eighth Quarter**

RAD	204	Quality Assurance	2	0	0	2
RAD	204C	Clinical Practicum VIII	0	0	30	10
RAD	207	Radiography Seminar II	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			6	0	30	16
		Totals	82	18	174	149

\*Computer proficiency must be demonstrated.



## ELECTIVES

### Business Administration Electives:

This degree program contains three quarter hours of specialty electives. The elective requirements can be satisfied with any course with a BUS, CSC, CAS, ECO or ISC prefix which is not a required course in the curriculum.

### Social Science Electives:

SOC	103	Sociology of Social Problems	3	0	3
PSY	206	Applied Psychology	3	0	3

NOTE: Additionally, students may also satisfy their Social Science requirement with any catalog listed course in the areas of Economics, History, Psychology, Sociology and Government with advisor approval. Students who elect to take ECU courses must officially satisfy enrollment requirements for East Carolina University.

### Commercial Art Electives:

PHO	217	Photographic Techniques	2	4	3
PHO	140	Portrait Photography	2	4	3
PHO	141	Advanced Portrait Photography	2	4	3
PHO	225	Photo Oil Tinting and Print Finishing I	2	4	3
PHO	226	Photo Oil Tinting and Print Finishing II	2	4	3
PHO	230	Photo Oil Tinting and Print Finishing III	2	4	3
PHO	235	Commercial Photography	2	4	3
ART	131	Painting	1	3	2
ART	235	Advertising Applications	3	0	3
DES	240	Fashion Illustration	1	3	2
ART	245	Air Brush	1	3	2
MKT	101	Advertising Principles	3	0	3
ART	135	Watercolor	1	3	2
DES	219	Calligraphy	1	2	2
DES	230	3-D Design	2	4	3
DES	260	Desktop Publishing	1	4	3
CSC	105	Computer Fundamentals	1	4	3

### Electronics Engineering Technology Electives:

CSC	106	Computer Techniques	1	4	3
DFT	110	Computer Aided Drafting	2	2	3
ELN	246	Electronics Design Project	0	6	3
MAT	201	Technical Mathematics	5	0	5

### Law Enforcement Technology Electives:

CJC	216	Criminal Law II	5	0	5
CJC	211	Criminal Investigation II	5	0	5
CJC	201	Traffic Planning and Management	5	0	5
CJC	209	Interview, Interrogation, Polygraph Procedures	5	0	5
CJC	204	Corrections	5	0	5
CJC	113	Police Techniques	5	0	5
CJC	240	Defensive Tactics	4	2	5
CJC	255	Firearms	4	2	5



## TECHNICAL COURSE DESCRIPTIONS

	Hours Per Week Lec.      Lab	Quarter Hours Credit
<b>ACC 120 Accounting I</b>		<b>(5-2-6)</b>
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.		
<b>ACC 121 Accounting II</b>		<b>(5-2-6)</b>
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.		
Prerequisite: ACC 120.		
<b>ACC 122 Accounting III</b>		<b>(5-2-6)</b>
This course is the third in the Accounting sequence. It is designed to enable the student to become familiar with basic concepts, functions, techniques and principles of accounting related to the areas of control accounting, decision making and statement analysis.		
Prerequisite: ACC 121.		
<b>ACC 205 Computerized Accounting</b>		<b>(2-4-4)</b>
The student will be able to process accounting data through use of the computer. Emphasis is on (1) analyzing transactions, (2) recording transactions on coding forms designed for special and general journals, (3) transferring transactions from coding form to input media and (4) processing the transaction using the micro-computer.		
Prerequisite: BUS 120.		
<b>ACC 222 Intermediate Accounting</b>		<b>(5-2-6)</b>
Thorough treatment in the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital.		
Prerequisite: ACC 122.		
<b>ACC 223 Intermediate Accounting</b>		<b>(5-2-6)</b>
Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings and special analytical processes.		
Prerequisite: ACC 222.		
<b>ACC 225 Cost Accounting</b>		<b>(5-0-5)</b>
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures.		
Prerequisite: ACC 122.		
<b>ACC 227 Advanced Accounting</b>		<b>(5-0-5)</b>
Advanced accounting theory and principles as applied to special accounting problems, bankruptcy, proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting.		
Prerequisite: ACC 223.		
<b>ACC 229 Taxes</b>		<b>(5-0-5)</b>
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.		



	Hours Lec.	Per Week Lab	Quarter Hours Credit
<b>ACC 255 Interpreting Accounting Records</b>			<b>(3-0-3)</b>
Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation, analysis, and utilization of accounting statements.			
Prerequisite: ACC 122.			
<b>ACC 269 Auditing</b>			<b>(5-0-5)</b>
Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control.			
Prerequisite: ACC 223.			
<b>ART 105 Life Drawing</b>			<b>(1-4-3)</b>
A study of the body structure with emphasis on the skeletal and muscular systems. A graphic interpretation and response to live models with concentration on proportioning, body masses and movement. A variety of techniques including gesture drawing, contour drawing, rapid study, expressive brush and the line drawing, watercolor and ink washes will be explored.			
<b>ART 106 Figure Drawing</b>			<b>(2-3-3)</b>
A continuation of Life Drawing 105. The student is directed specifically toward developing a more complete understanding of figure proportions and a more personal style of drawing.			
Prerequisite: ART 105.			
<b>ART 107 Fundamentals of Drawing</b>			<b>(1-3-2)</b>
Basic observation and drawing skills with a variety of media surfaces are examined and used in producing line and continuous tone images. Students are to familiarize themselves with the manipulation and control of both wet and dry media used in commercial illustration. Live observation and use of swipe file are also introduced.			
<b>ART 108 Perspective Drawing</b>			<b>(2-3-3)</b>
An introduction to the theory of one, two, and three point perspective with practical exercises in each.			
<b>ART 109 Drawing</b>			<b>(1-3-2)</b>
Drawing exercises designed to increase skill and perception in advanced drawing projects. Students will explore the basic media used in advertising—ink line, charcoal, marker and pencil. Subjects include both natural objects and man made products.			
<b>ART 131 Painting</b>			<b>(1-3-2)</b>
An introduction to various painting media as they are used in painting and advertising. Students are encouraged to explore various techniques, discover the potential and limitations of the media, and combine media for special effects.			
<b>ART 135 Watercolor</b>			<b>(1-3-2)</b>
Emphasis is on skill development in manipulation of tools and surfaces for watercolor rendering and illustration.			
<b>ART 201 Art Survey</b>			<b>(3-0-3)</b>
The origins of art forms from their beginnings through contemporary times. Emphasis on the relationship of design principles to the various art forms, including modern application. Vocabulary, art periods and movements also featured.			
<b>ART 231 Acrylic Painting</b>			<b>(2-4-3)</b>
An introduction to the polymer medium as it is used in painting and advertising. Students are encouraged to explore various techniques, discover the potential and limitations of the medium, and combine the media for special effects.			



	Hours Per Week Lec.	Hours Per Week Lab	Quarter Hours Credit
<b>ART 245 Air Brush</b>			<b>(1-3-2)</b>
This course is designed to develop a working knowledge of air brush maintenance and fundamentals, such as line work, flat washes, graded washes, rendering basic forms, transparent and opaque colors. Projects utilize various masking techniques to render pictorial forms such as products, figures, organic objects, and lettering.			
<b>BIO 102 Anatomy &amp; Physiology I</b>			<b>(4-2-5)</b>
A study of the normal structure and related functioning of the human body, with man identified as a living organism composed of living cells, tissues, organs, and systems. The normal body is studied as a basis for understanding variations from the normal and man's need to maintain homeostasis. Included are the cardiovascular and respiratory systems. Elementary concepts of microbes and infections are introduced. Lecture is supported by laboratory experiences.			
Prerequisite: None.			
Corequisite: None.			
<b>BIO 103 Anatomy &amp; Physiology II</b>			<b>(4-2-5)</b>
This course is a continuation of Anatomy & Physiology I including the digestive, urinary, immune, blood and lymph and endocrine systems. On-campus laboratory experiences are used.			
Prerequisite: BIO 102.			
Corequisite: None.			
<b>BIO 104 Anatomy &amp; Physiology III</b>			<b>(4-2-5)</b>
This course completes the study begun in Anatomy & Physiology I and II. Systems detailed in this course include reproductive, integumentary, musculoskeletal, eye and ear and nervous. Laboratory experiences are also a part of this study.			
Prerequisites: BIO 102 & 103			
Corequisite: None.			
<b>BIO 108 Anatomy and Physiology I</b>			<b>(3-2-0-4)</b>
The student will be introduced to the skeletal anatomy and terminology of body structure as it relates to radiography. This will include anatomical descriptive terms, radiographic terms and related medical terms; their significance and proper usage will be stressed. Special emphasis will be placed on the skeletal system and its function and medical terminology will be emphasized.			
Prerequisite: Program admission.			
<b>BIO 108M Anatomy and Physiology</b>			<b>(4-2-5)</b>
The student will be introduced to the combined and singular aspects of both anatomy and physiology and terminology as they relate to the medical profession in general. This will include anatomical descriptive terms, commonly used abbreviations, prefixes, suffixes and other medical terms. Their meaning and proper usage will be stressed.			
Prerequisite: BUS 183M.			
<b>BIO 109 Anatomy &amp; Physiology II</b>			<b>(4-2-0-5)</b>
A continuation of anatomy and physiology with applied medical terminology. Emphasis will be shifted to the "soft tissue" organs and systems; i.e., muscular, urinary, circulatory, reproductive, digestive, respiratory, and endocrine. Medical terminology will be emphasized.			
Prerequisites: BIO 108.			



	Hours Per Week Lec.	Hours Per Week Lab	Quarter Hours Credit
<b>BIO 206 Fundamentals of Microbiology</b>			<b>(3-2-4)</b>
A study of microscopic units of the human body as well as micro-organisms. Emphasis is placed on the etiology of pathogens, with special considerations given to pathogenicity, virulence, resistance control, and immunity. The classroom and on-campus laboratory will be used for directed learning experiences. Required for prospective Second Level students only. Prerequisites: BIO 102 or College Biology. Corequisite: None.			
<b>BIO 208 Introduction to the Study of Disease</b>			<b>(3-0-0-3)</b>
A course designed to acquaint the student with the general principles of disease, the signs and symptoms and the gross changes indicated in radiographs. A study of frequently recognized systemic diseases and a discussion of pathology of the various organs. Prerequisites: RAD 202, RAD 203.			
<b>BUS 101 Introduction to Business</b>			<b>(3-0-3)</b>
A survey of the business world with attention devoted to the structure of the various types of business organizations, financing, management, marketing, and government regulation. The role of business in modern society is examined. Prerequisite: None.			
<b>BUS 109 Business Mathematics</b>			<b>(5-0-5)</b>
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None.			
<b>BUS 115 Business Law I</b>			<b>(3-0-3)</b>
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agents. Prerequisite: None.			
<b>BUS 116 Business Law II</b>			<b>(3-0-3)</b>
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: BUS 115.			
<b>BUS 117 Labor Law</b>			<b>(5-0-5)</b>
The subject matter of this course consists of a comprehensive study of the National Labor Relations Act, collective bargaining, labor disputes, conditions of employment, union contracts, arbitration, mediation and conciliation. Prerequisite: None.			
<b>BUS 123 Business Finance</b>			<b>(3-0-3)</b>
An overview of financial management. The orientation is managerial with an emphasis on the identification and solution of the financial problems confronting the business enterprise. Ratio analysis and financial statements are utilized as tools of analysis. Prerequisite: BUS 121.			
<b>BUS 201 Human Relations in the Organization</b>			<b>(5-0-5)</b>
A study in the principles of organization and management of personnel with emphasis on the human problems of administration in the modern organization. It gives the student a realistic view of the interplay of people in a structured organizational environment. Managerial problems of integrating the efforts of individuals and groups into effective productive efforts are highlighted. Prerequisite: None.			



	Hours Per Week Lec.	Hours Per Week Lab	Quarter Hours Credit
<b>BUS 219 Credit Procedures and Problems</b>			<b>(3-0-3)</b>
Principles and practices in the extension of credit: collection procedures; laws pertaining to credit extension and collection are included.			
Prerequisite: None.			
<b>BUS 233 Personnel Management</b>			<b>(3-0-3)</b>
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.			
Prerequisite: None.			
<b>BUS 235 Principles of Management</b>			<b>(3-0-3)</b>
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.			
Prerequisite: None.			
<b>BUS 272 Principles of Supervision</b>			<b>(3-0-3)</b>
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.			
Prerequisite: None.			
<b>BUS 276 Money and Banking</b>			<b>(3-0-3)</b>
The student will be knowledgeable of the basic economic principles most closely related to money and banking. Emphasis is on practical application of the economics of money and banking to the individual bank. Some of the topics covered include structure of the commercial banking system; the nature and functions of money; banks and the money supply; cash assets and liquidity management; bank investments, loans, earnings, and capital; the Federal Reserve System and its policies and operations; and Treasury Department Operations and the changing international monetary system.			
Prerequisite: None.			
<b>BUS 282 Business Statistics</b>			<b>(5-0-5)</b>
An introductory course to general statistical principles which will be found useful to all individuals regardless of their fields of specialization; however, the emphasis will be oriented to business and industrial concepts. The course presents clear statements or pertinent definitions, theorems and principles, followed by problems drawn from actual business statistical situations.			
Prerequisite: MAT 101 or equivalent.			
<b>CAS 220 Fundamentals of LOTUS 1,2,3</b>			<b>(2-4-4)</b>
In this course the student will be introduced to the electronic spreadsheet known as LOTUS 1-2-3. After mastering the fundamentals of simple spreadsheet design, the student will be introduced to more challenging LOTUS concepts including LOTUS commands, functions and file operations. Much emphasis will be placed on report generation using professional business standards. Finally the concept of LOTUS marco will be considered.			
<b>CAS 221 Database Management Applications</b>			<b>(2-2-3)</b>
Database Management Applications is an expansion of the record management concept through electronic filing systems.			



**CAS 222 dBASE III and Desktop Publishing**

(2-4-4)

The student will gain competencies in the use of data base management software and computer-aided design publication software. Concepts and operations of database creation manipulation, sorting, updating and report preparation of database along with publishing projects such as letters, forms, and other documents will be emphasized.

Prerequisite: CSC 104.

**CHM 101 Pre-Technical Chemistry**

(4-2-5)

Designed primarily for non-science majors. Fundamentals of chemistry and selected topics from inorganic, organic, colloid, nuclear, and biochemistry.

Prerequisite: MAT 100.

**CJC 101 Introduction to Police Science**

(5-0-5)

History, development and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice, career orientation.

**CJC 110 Police Role in Crime and Delinquency**

(5-0-5)

Study of deviant behavior and current criminological theories, with emphasis on police applications, crime prevention, and the phenomena of crime as it relates to juveniles.

**CJC 113 Police Techniques**

(5-0-5)

The student will study the various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the ten finger classification system. An introduction will be given to the process of comparing latent lifts with rolled impressions and in preparing them for courtroom presentation.

**CJC 115 Criminal Law I**

(5-0-5)

The course deals with the basic principles of American criminal law such as the definition of crime, defenses, proof, and punishment, and the basic structure and operation of the American criminal justice system.

**CJC 201 Traffic Planning and Management**

(5-0-5)

A study which covers the history of the traffic enforcement problems and gives an overview of the problems as they exist today. Attention will be given to the engineering, education, enforcement, and legislation; the organization of the traffic unit, evaluation of the traffic program effectiveness, and the allocation of men and materials.

**CJC 202 Community Police Relations**

(5-0-5)

A course designed to create an awareness of the need for good police community relationships, problems confronting police personnel in achieving this goal, solutions to these problems, including a survey of non-police agencies dealing with police problems and how they can best work together to achieve their common goal.

**CJC 204 Corrections**

(5-0-5)

Corrections as a functional aspect of the system of criminal justice. Historical perspectives, contemporary philosophies and the treatment of offenders in all elements of a modern correctional system.

**CJC 205 Criminal Evidence and Procedure**

(5-0-5)

An examination of the nature and admissibility of evidence, its role in determining guilt or innocence in the prosecution of offenders, the kinds and degrees of evidence, principles of exclusion and selection, and burden of proof. Instruction will also be given to the care, collection, preservation, and control of evidence.

Prerequisite: CJC 225.



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>CJC 209 Interview, Interrogation, Polygraph Procedure</b>			<b>(5-0-5)</b>
Survey of modern methods of handling witnesses, informants, and suspects, evaluation of lie detection methods and techniques, psychological and physiological considerations in interrogation.			
<b>CJC 210 Criminal Investigation I</b>			<b>(5-0-5)</b>
Introduction to the fundamentals of criminal investigation, including theory and history, conduct at crime scenes, collection and preservation of evidence.			
<b>CJC 211 Criminal Investigation II</b>			<b>(5-0-5)</b>
Continuation and expansion of Criminal Investigation I. Prerequisite: CJC 210.			
<b>CJC 216 Criminal Law II</b>			<b>(5-0-5)</b>
Continuation and expansion of Criminal Law I with emphasis on North Carolina Law. Prerequisite: CJC 115.			
<b>CJC 220 Organization and Administration I</b>			<b>(5-0-5)</b>
Introduction to principles of organization and administration, discussion of the service functions including personnel management, training, communications, records, property maintenance, and miscellaneous services.			
<b>CJC 222 Criminology</b>			<b>(5-0-5)</b>
The study of deviant behavior as it relates to the definition of crime, ecology of crime, theories of crime causation and crime typologies, as well as society's reaction to criminal behavior.			
<b>CJC 225 Constitutional Law</b>			<b>(5-0-5)</b>
Survey of the important developments relating to judicial review of legislative action, problems of federalism, safeguards to life, liberty and property, and protection of civil and political rights and their relationship to the law enforcement officer.			
<b>CJC 226 Substance Abuse</b>			<b>(5-0-5)</b>
Introduction to the problems of substance abuse (alcohol & drugs) in our society. This course is designed to equip the criminal justice student with increased knowledge concerning the issues involved, i.e. history and classification of substances subject to abuse, social impact of abuse, physical and psychological impact of abuse, statutory and regulatory law controlling abuse, and treatment modalities for abuse.			
<b>CJC 228 Special Topics Seminar</b>			<b>(3-0-3)</b>
A seminar format is utilized to examine current topics of interest to criminal justice practitioners.			
<b>CJC 232 Patrol Operations</b>			<b>(5-0-5)</b>
This course defines the purpose of patrols and explains the various types. This includes answering and responding to non-emergencies, emergencies and felonies-in-progress calls, and presenting the student with the opportunity to develop powers of perception and observation. Safe driving techniques will be demonstrated.			
<b>CJC 240 Defensive Tactics</b>			<b>(5-0-5)</b>
Defense against street-fighting; fundamentals and precautions, close-in defense and attack; control over an adversary; defensive and aggressive physical maneuvers; the armed and unarmed opponent; police baton maneuvers; searching techniques and use of restraining devices; raids and room combat; use of proper type weapons; prisoner handling; program of training; physical fitness requirements.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>CJC 255 Firearms</b>			<b>(5-0-5)</b>
Includes instruction in proper use and handling of certain firearms commonly used by law enforcement personnel. Special emphasis is placed on safety, cleaning and servicing equipment.			
Prerequisite: Curriculum approved students or permission by instructor.			
<b>CSC 103 Introduction to Computers</b>			<b>(2-2-0-3)</b>
An introduction to computer operations and language with emphasis on computer language. Computer history and theory will be included and special emphasis will be placed on computer applications in diagnostic radiology.			
Prerequisite: RAD 105.			
<b>CSC 104 Introduction to Data Processing with MS/DOS</b>			<b>(4-2-5)</b>
The student learns fundamental concepts and operational principles of data processing systems, as an aid to developing a basic knowledge of computers which is a prerequisite to the detailed study of particular computer problems. The computer's Disk Operating System (DOS) as well as memory and disk storage limitations will be covered to enable the student to make efficient use of computer systems. This course is a prerequisite for all programming courses.			
<b>CSC 105 Computer Fundamentals I</b>			<b>(1-4-3)</b>
A study of the elements required to gain computer literacy. Popular computer languages are studied with emphasis on the PASCAL language. Word processing techniques are introduced which provide additional literacy.			
<b>CSC 106 Computer Techniques</b>			<b>(1-4-3)</b>
A study of the advanced PASCAL computer language. Topics include: program control procedures, strings and long integers, and data types. Additional programming skill is obtained through development of a complex working program.			
Prerequisite: CSC 105.			
<b>CSC 109 BASIC Language Programming I</b>			<b>(2-4-4)</b>
An introduction to digital computing techniques through the study of the BASIC language. Students learn the techniques of problem solving, program development and handling data through various input/output devices. Concepts of microcomputer hardware and computer application areas will be introduced when appropriate.			
Prerequisite: CSC 104.			
<b>CSC 110 BASIC Language Programming II</b>			<b>(2-4-4)</b>
A continuation of CSC 109, this course examines the use of advanced programming techniques and develops the skills required in the handling of data through various input/output devices. Students will design a program system and supporting documentation utilizing these data handling techniques.			
Prerequisite: CSC 109.			
<b>CSC 111 Business Programming (COBOL I)</b>			<b>(4-2-5)</b>
The Common Business Oriented Language (COBOL) is introduced to the student. The student will become familiar with the divisions, sections, paragraphs, and statements of the COBOL language. In addition, an understanding of both the syntax and logical structure of COBOL will be achieved by applying the language to a series of business related application programs which the student will code, key in, compile, and run. The top-down approach to structured programming and documentation techniques are presented. Finally, the student will be exposed to the elements of sequential file processing.			
Prerequisite: CSC 104.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>CSC 112 Business Language Programming (COBOL II)</b>			<b>(4-2-5)</b>
In this course the student will become proficient in the use of structured COBOL programming techniques. Methods for designing, developing and processing sequential direct access and indexed sequential disk files will be covered. Students will then use these methods and techniques in a series of programming problems. Emphasis will also be placed on testing, debugging and documenting complex COBOL programs. To complete the requirements of this course, the student is expected to design, develop and document a business application program.			
Prerequisite: CSC 111.			
<b>CSC 113 C Language Programming I</b>			<b>(3-2-4)</b>
This course presents the basic information needed to program effectively in ANS/C as ANS/C is expected to be the standard on which future C compilers are based. The student will learn about the lexical elements, operators, and C system. Fundamental data types, flow of control, functions and storage classes will also be studied.			
Prerequisite: CSC 104.			
<b>CSC 114 C Language Programming II</b>			<b>(3-2-4)</b>
In this course all aspects of the C Language will be covered including program structure, single dimensional arrays and strings, introduction to pointers, C preprocessor, structure/unions and enumerated types.			
Prerequisite: CSC 113.			
<b>CSC 208 Fundamentals of RPG II and RPG III</b>			<b>(2-4-4)</b>
Usage of specification forms, arithmetic operations, comparing, control breaks, array processing, magnetic storage processing, writing of RPG and RPG II programs.			
<b>CSC 209 Pascal Programming</b>			<b>(4-3-5)</b>
Introduces the student to the Pascal programming language. The student will learn techniques of problem solving and program development with emphasis being placed on structured design. Students will be required to complete a sequence of progressively complex business applications in the Pascal language.			
<b>CSC 216 Data Processing Application</b>			<b>(2-8-6)</b>
The student will gain competencies in the use of current computer software. Specifically, the student will be instructed in the use of word processing, electronic spreadsheets, and data base management software. In addition to classroom instruction, the student will be guided through numerous lab exercises using each software package, thereby gaining hands-on experience. Other topics covered include data communications, the use of DOS commands, hard disk management and hardware concepts.			
<b>CSC 219 Introduction to Systems and Procedures</b>			<b>(3-2-4)</b>
The student will understand the basic functions performed by a systems analyst. Through classwork and laboratory procedures, the student will develop techniques for analyzing and designing solutions for business problems. Record and file design, devices and media selection will be studied and applied. Systems used in various types of businesses and industries will be discussed. The student will be able to do a feasibility study.			
<b>DES 110 Industrial Illustration</b>			<b>(2-3-3)</b>
A comprehensive approach to the tools, equipment, materials and utilization of perspective delineation for reproduction. Laboratory exercises and problems covering such topics as exploded views, cut-away views, isometric and orthographic drawings, product line renderings and color renderings.			



	Hours Per Week Lec. Lab	Quarter Hours Credit
<b>DES 121 Principles of Design</b>		<b>(1-9-4)</b>
An introduction to the basic design fundamentals and principles. Emphasis is placed on the use of the visual elements (line, texture, color, space, shapes, value) with problems involving a variety of media and aesthetic concepts.		
<b>DES 126 General Design</b>		<b>(1-9-4)</b>
A study of the basic principles of design for layout and production as it affects the graphic designer. The course includes a study of color and advertising trends and printing procedures. Typography and illustrating for layouts and mechanical art production are also introduced, with emphasis on using the tools and materials of the graphic designer.		
<b>DES 127 Advertising Design</b>		<b>(2-8-6)</b>
A course designed to emphasize layout development, properties of type, and the basic graphic reproduction process carried out in various advertising media. The basic skills are required of the advertising design artist, originating at concepts and effective solutions in selected media. Layouts, comprehensive and mechanical art are covered.		
<b>DES 200 Portfolio</b>		<b>(1-3-2)</b>
A course designed to prepare the finishing student for employment in the graphics industry. It also offers special studio assistance and guidance in rework of selected portfolio samples and refinement of presentation skills. Prerequisite: DES 227.		
<b>DES 201 Portfolio Review</b>		<b>(0-2-1)</b>
Preparation of the student for employment, including portfolio and resume refinement, self-presentation and professional procedures. The student's portfolio is challenged and criticized after seven quarters of class assignments to make certain its appearance is of professional quality. Prerequisite: DES 200.		
<b>DES 212 Marker Illustration</b>		<b>(1-3-2)</b>
An introduction to advertising illustration. Laboratory exercises will explore the use of markers as a medium for commercial illustration.		
<b>DES 214 Advanced Rendering Techniques</b>		<b>(1-4-3)</b>
An exploration of the traditional media used in illustrating. Emphasis is placed on originality and the readiness of the student to explore assigned graphical tasks and problems.		
<b>DES 215 Typography &amp; Lettering</b>		<b>(2-3-3)</b>
An introduction to the mechanics of hand lettering and typography and their application to layout and design. Fundamentals of typographic measurement, methods of type composition, and terminology are introduced. Emphasis is also placed on using type as a design motif.		
<b>DES 216 Typography and Typesetting</b>		<b>(2-2-3)</b>
Theoretical and practical principles of typographic composition including type specification, markup, type manipulation, copyfitting and typographic design are explored in a variety of exercises. Emphasis is placed on appropriate type selection and composition as it applies to layout and design of printed materials. Prerequisite: DES 215 or permission of instructor.		
<b>DES 218 Advanced Rendering Techniques II</b>		<b>(2-8-6)</b>
A studio course in which students practice and specialize in rendering techniques to produce line and continuous tone illustrations for reproduction. Prerequisite: DES 214.		



	Hours Lec.	Per Week	Lab	Quarter Hours Credit
<b>DES 219 Calligraphy</b>				<b>(1-2-2)</b>
Calligraphy, the art of beautiful writing, is a course designed to give the student a basic understanding of the history, tools, materials, and techniques of broad pen lettering. Students will learn several alphabets in historical sequence which they will use in projects using a variety of pens, brushes, inks, paints and papers. Layout and design will also be stressed.				
<b>DES 220 Advertising Production</b>				<b>(1-3-2)</b>
An introduction to the mechanics of preparing art and type for printing. Topics covered include graphic arts terminology, pasteup techniques, printing methods, selection and specification of ink and paper, and color separation.				
<b>DES 227 Publication Design</b>				<b>(1-9-4)</b>
A study of the application of basic design principles to advertising layout, with emphasis on visual unity. Projects include the design of printed materials such as brochures, newspaper and magazine ads, and book jackets, some in multipage and multifold formats.				
<b>DES 228 Corporate Design</b>				<b>(1-9-4)</b>
Advanced work in design concepts and in the area of mechanical art preparation with emphasis on the needs of the corporation. Mechanical separations of multi-color logos, letterhead designs, business cards, and trade journals are some areas of course concentration.				
<b>DES 229 Specialty Design</b>				<b>(2-8-6)</b>
A course designed to provide the advanced student with an opportunity to explore new areas of commercial design, to apply previously learned skills and to polish presentation skills. Many, but not all, of the projects will be three-dimensional.				
<b>DES 230 3-D Design</b>				<b>(2-4-3)</b>
A course in which the visual elements and principles of three-dimensional designs are introduced. Working properties of various materials and construction techniques are demonstrated and used in producing products that are aesthetically sound with a commercial and/or advertising function; i.e., signage, package design, display models, outdoor advertising, etc.				
<b>DES 235 Advertising Applications</b>				<b>(3-0-3)</b>
A general study of the graphic arts field, leading designers, and area and national employment opportunities. The student studies approaches to job hunting, writing a personal resume, and tours local businesses employing commercial artists.				
<b>DES 240 Fashion Illustration</b>				<b>(1-3-2)</b>
Specialization in the development of media skills and techniques used to render fashion illustrations.				
Prerequisite: ART 106.				
<b>DES 250 Computer Graphics</b>				<b>(1-4-3)</b>
A studio course in which the student is introduced to the various methods and techniques of computer assisted and generated images. Knowledge of and use of "draw" and "paint" software as well as basic wordprocessing are emphasized.				
<b>DES 251 Printmaking I</b>				<b>(0-6-3)</b>
A general survey of printmaking materials and methods including relief, stencil, planographic and intaglio processes.				



	Hours Per Week Lec.	Week Lab	Quarter Hours Credit
<b>DES 260 Desktop Publishing</b>			<b>(1-4-3)</b>
A course designed to familiarize students, through theory and practice, with the more sophisticated software and hardware (e.g., scanners, laser printers) needed for computer-aided design and computer-generated images and type for camera-ready art. Emphasis is on page-layout software which students use to combine text and graphics to produce printed materials such as forms, ads, brochures, catalogs and other documents that are well-designed, easy to read and professionally produced.			
<b>DFT 110 Computer Aided Drafting</b>			<b>(2-2-3)</b>
The student will acquire a working knowledge of AutoCAD and be exposed to hands-on applications that can be applied to specific design and drafting needs. Operation of the CAD workstation, including input and output devices, will be emphasized.			
<b>ECO 102 Macroeconomics</b>			<b>(3-0-3)</b>
The basic principles of economics with a primary focus on the macroeconomy. Emphasis is placed on the laws of supply and demand, macroeconomic analysis, monetary policy, national income and fiscal policy.			
<b>ECO 104 Microeconomics</b>			<b>(3-0-3)</b>
The basic principles of economic with a primary focus on the microeconomy. Emphasis is placed on consumer behavior, demand theory, costs, the role of the firm, resource markets and microeconomic theory application.			
<b>ECO 108 Consumer Economics</b>			<b>(3-0-3)</b>
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. Prerequisite: None.			
<b>ECO 201 Labor Economics and Labor Relations</b>			<b>(3-0-3)</b>
Emphasis is placed on the history of the labor movement in the United States, the development of methods and strategies by labor organizations and by management, the shift in the means of public control; and the factors of income and economic security. Prerequisite: None.			
<b>EDU 101 Introduction to Early Childhood Education</b>			<b>(3-0-0-3)</b>
A study of principles and practices of early childhood education, including types of experiences and facilities which promote optimal development of each child. Guidelines for identifying, planning, organizing, and implementing programs are identified.			
<b>EDU 103 Early Childhood Application I</b>			<b>(2-2-0-3)</b>
The purpose of this course is to familiarize the student with the child's learning environment through practical experience. A strong emphasis is also placed on learning materials, both purchased and homework. Prerequisite: EDU 101.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>EDU 104 Early Childhood Application II</b>			<b>(3-0-10-4)</b>
A beginning observation and application experience designed to acquaint the student with an early childhood center.			
Prerequisite: EDU 103.			
<b>EDU 111 Emotional Development</b>			<b>(3-0-0-3)</b>
This course is a study of the emotional development of infants, toddlers, and preschoolers with emphasis on self-concept development and the recognition, acceptance, and expression of feelings. The role of the caregiver in providing an appropriate role model, interpreting theory, assessing children, developing goals and objectives for children, and developing lesson plans are explored. In addition, the course focuses on recognizing emotional development problems and identifying alternative strategies for intervention.			
<b>EDU 115 Language Arts for Children</b>			<b>(3-0-0-3)</b>
Study of state adopted textbooks and other media in reading, handwriting, spelling, and language. Reading skills: word attack, comprehension, rate, and language usage will be emphasized. Exercises to develop better listening skills will be provided. The student will collect a resource file of games and activities designed to strengthen the language arts program.			
<b>EDU 143 Audio-Visual Aids</b>			<b>(1-3-0-2)</b>
This course is designed to expose students to the various types of audio-visual aids in planning activities. Included will be equipment (projectors, cameras, etc.) bulletin boards, and photography.			
<b>EDU 203 Exceptional Children</b>			<b>(3-0-0-3)</b>
Study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in mental or physical development.			
<b>EDU 204 Parent Education</b>			<b>(3-0-0-3)</b>
A study of techniques of working with parents of young children. Emphasized parent meeting, parent confidences, and evaluation techniques of a child's progress.			
<b>EDU 208 Art Methods and Activities</b>			<b>(3-0-0-3)</b>
Study of art methods and activities which would foster creativity and total development of the child. Emphasis is given to low cost art activities which can be incorporated into the early childhood classroom.			
<b>EDU 209 Science for Young Children</b>			<b>s(3-0-0-3)</b>
Study of scientific facts, concepts, and phenomena that are of interest to young children. Opportunities are provided for student to carry out simple experiments suitable for children.			
<b>EDU 211 Math for Young Children</b>			<b>(3-0-0-3)</b>
Study of math concepts for young children. Classroom activities will include collecting and constructing math games, learning materials, and learning centers.			
<b>EDU 219 Early Childhood Application III</b>			<b>(3-0-10-4)</b>
A course to give the student practical experience in working with small groups of children in an assigned setting. The student will assist the teacher in a variety of ways.			
Prerequisite: EDU 104.			
<b>EDU 220 Early Childhood Application IV</b>			<b>(3-0-10-4)</b>
A course giving the student experience with planning and carrying out activities with small groups of young children in an early childhood setting.			



	Hours Per Week Lec.	Hours Per Week Lab	Quarter Hours Credit
<b>EDU 221 Children's Music</b>			<b>(3-0-0-3)</b>
Provides the student with some understanding of music and as a learning tool for the young child. Students participate in song, dance, and rhythmic activities which are appropriate to the interest and musical development level of the young child.			
<b>EDU 230 Practicum</b>			<b>(4-0-20-6)</b>
This is a study to give the student practice in the care of the young child. This course will give the student more experiences in directing preschool activities. Students spend a major time block caring for and guiding young children. Opportunities to carry out planned units of study will be allowed each student in this quarter.			
Prerequisite: Successful completion of all courses and permission of the chairperson.			
<b>ELC 112 Electrical Fundamentals I</b>			<b>(2-6-4)</b>
A quantitative study of the concepts and principles as applied to DC circuits. Topics include the units of measurement, electrical quantities, electromotive force, current, simple resistance circuits, power, electrical laws, and series and parallel circuits. Laboratory work will provide measurement techniques to verify theory.			
Prerequisite: None.			
<b>ELC 113 Electrical Fundamentals II</b>			<b>(2-6-4)</b>
A continuation of ELC 112 with emphasis on resistive networks, equivalent-circuit theorems, and capacitance and inductance in DC circuits. Laboratory work will include measurement techniques with emphasis on verification of theoretical concepts.			
Prerequisite: ELC 112, MAT 101.			
<b>ELC 114 Electrical Fundamentals III</b>			<b>(3-2-4)</b>
A study of AC circuits and theory including inductive and capacitive reactance, power, series and parallel impedance, resonance, filters and transformers. Laboratory experiences support analysis activities.			
Prerequisites: ELC 113, MAT 102.			
<b>ELN 121 Electronics I</b>			<b>(3-6-5)</b>
Presents quantitative electronics concepts beginning with two terminal devices and proceeding to three terminal active devices. Experience is provided in basic troubleshooting techniques utilizing laboratory equipment.			
Prerequisite: ELC 112, MAT 101.			
<b>ELN 122 Electronics II</b>			<b>(3-6-5)</b>
A further quantitative study of electronics beginning with multistage systems and proceeding to power devices. Instruments are used in the laboratory to collect data, verify mathematical predictions, and troubleshoot circuits.			
Prerequisite: ELN 121, MAT 102.			
<b>ELN 123 Electronics III</b>			<b>(3-4-5)</b>
Presents the fundamentals, design techniques, and applications of linear integrated circuits. Emphasis is placed upon the characteristics of the operational amplifier. Laboratory work relationalizes differences between analytical models and actual circuits.			
Prerequisite: ELN 122.			
<b>ELN 127 Technical Documentation</b>			<b>(1-3-2)</b>
Introduces the student to the role of documentation and the types of documents found in a technical environment. The student will learn to interpret and generate schematic diagrams, technical specifications, mechanical and assembly drawings, block diagrams, technical descriptions and test procedures. Students will be exposed to the use of CAD systems for generating technical documents.			
Prerequisite: None.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>ELN 218 Pulse, Logic and Digital Circuits</b>			<b>(3-4-5)</b>
Emphasizes the development of logic including basic boolean operations, gate functions, and logic theorems. The course progresses to integrated logic circuits, asynchronous logic, Flip-Flops and latches, clocks and gate interfacing, number systems, widely used methods of coding, digital data and computer arithmetic.			
Prerequisite: ELN 122.			
<b>ELN 219 Digital Fundamentals</b>			<b>(3-4-5)</b>
Emphasizes study of combinational and sequential logic circuits using discrete and integrated components. Topics include: counters, shift registers, memory systems, and interfacing. Typical applications in industry will be presented.			
Prerequisite: ELN 218.			
<b>ELN 241 Electronic Systems I</b>			<b>(3-4-5)</b>
A general survey of electronic systems with emphasis on their description in block diagram format. Systems to be studied are those used in communications, computing, measurement, automatic control, and others of a specialized nature.			
Prerequisites: ELN 122, ELC 114.			
<b>ELN 246 Electronics Design Project</b>			<b>(0-6-3)</b>
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate theoretical model; and construct, test, and evaluate a working model of the selected project.			
Prerequisite: ELN 219.			
<b>ELN 247 Electronic Systems II (Computers)</b>			<b>(3-4-5)</b>
The course consists of a functional analysis of a digital computer system. Emphasis is placed on architecture, internal organization, controls, instruction set, machine programming and program development. The laboratory will provide practice in manipulating the hardware and software associated with the computer.			
Prerequisite: ELN 241 or ELN 219.			
<b>ELN 248 Electronic Systems III (Computers)</b>			<b>(3-4-5)</b>
This course deals with the detail theory of microcomputers followed by sophisticated troubleshooting and maintenance procedures. The laboratory consists of digital measurements in support of operation and theory analysis, diagnostic procedures, and troubleshooting techniques.			
Prerequisite: ELN 247.			
<b>ELN 256 Advanced Microcomputer System Analysis</b>			<b>(3-4-5)</b>
A study of the hardware and software associated with sophisticated microprocessor operation. Topics covered include interfacing, 16-bit microprocessors, and logic analysis.			
Prerequisite: ELN 247.			
<b>ELN 257 Circuit Design</b>			<b>(2-4-4)</b>
A study of the design, construction and test of circuits. Parameters to be considered will include gain, phase, impedance matching, distortion, power considerations and cost factors. Computer Aided Design (CAD) will be utilized.			
Prerequisite: ELN 122.			
<b>ELN 260 Digital Communications</b>			<b>(3-4-5)</b>
This course covers the conversion of analog information into digital format and the circuitry used for digital signal processing as applied to communications. Laboratory work consists of digital circuits operation and troubleshooting.			
Prerequisite: ELN 241.			



### **ENG 101 Composition I**

**(3-0-3)**

The focus of this course is on the improvement of written self-expression with considerable emphasis placed upon not only sentence and paragraph composition but also acceptable usage of the language.

### **ENG 102 Composition II**

**(3-0-3)**

This course is designed to aid students in exploring rhetorical styles and applying those types of writing to practical situations. Written assignments include essays of varying lengths on subjects drawn from readings and classroom discussions.

Prerequisite: ENG 101.

### **ENG 103 Composition III**

**(3-0-3)**

Designed to familiarize students with research and documentation techniques, this course emphasizes summary and synthesis of thought concerning a range of topics across the curriculum. Another major objective is to introduce students to career writing.

Prerequisite: ENG 102.

### **ENG 204 Oral Communication**

**(3-0-3)**

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

### **ENG 205 Children's Literature**

**(3-0-0-3)**

Designed to familiarize students with well-known authors and illustrations of children's literature and quality books for young people. Stress is also placed on the use of these materials with children in order to obtain maximum pleasure and learning.

### **ENG 207 Survey in American Literature**

**(3-0-3)**

The course will include readings and criticisms of American writers from the mid-nineteenth century to the mid-twentieth century. The literary genres include essays, short stories, and short novels. The purpose of the course is to examine — through literature — the shaping of the American mind, thereby gaining insights into the nature of man.

Prerequisite: ENG 102.

### **HEA 101 Personal Hygiene and Health**

**(3-0-0-3)**

This course is a study of influences on physical and mental health, individual practices which aid in maintaining good physical and mental health throughout the life span, and responsibilities of those working with young children to maintain personal health and to serve as models for health practices.

### **HEA 104 Basic Health Care**

**(1-2-0-2)**

Course is designed to develop basic nursing skills. Emphasis is made on the role of the radiologic technologist with patients in emergency and critical situations. Theory and practice of artificial respiration, cardiac massage, sterile technique, isolation procedures, I.V. punctures will be taught. Students will not inject contrast during the 24-month training period.

Prerequisites: RDT 102, BIO 109.

### **HEA 105 Family, School, & Community Health**

**(3-0-0-3)**

Study of influences on physical and mental health throughout the life span, and responsibilities of those working with young children to maintain personal health and to serve as models for health practices.



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>INS 247 Business Insurance</b>			<b>(3-0-3)</b>
A study of the nature of risk and the use of insurance as a primary means of handling risk, including the basic principles of risk management and insurance and their application. A survey of the various types of insurance is included.			
<b>ISC 102 Industrial Safety</b>			<b>(3-0-3)</b>
Management and supervisory responsibility for accident and fire prevention. Other areas covered are: accident reports, machine guards, protective equipment (personal), provisions of the Federal Occupational Health and Safety Act.			
<b>ISC 120 Principles of Industrial Management</b>			<b>(5-0-5)</b>
The basic managerial decisions: organizational structure including plant location, building requirements, and internal factory organization; problems of factory operation and control, planning, scheduling, routing production, purchasing, cost control.			
<b>ISC 202 Quality Control</b>			<b>(3-2-4)</b>
Principles and techniques of quality control and cost-saving, organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance.			
Prerequisite: BUS 282.			
<b>ISC 204 Value Analysis</b>			<b>(3-0-3)</b>
The modern concepts in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. The objective of the concepts and techniques of value and analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.			
<b>ISC 207 Foreman Supervision</b>			<b>(3-0-3)</b>
The foreman's responsibility for planning, organizing, directing, controlling, and coordinating supervisory activities. It teaches the supervisor the basic functions of an organization and his responsibility in carrying out the objectives in accordance with the organization's plan. Included in the course are such topics as establishing lines of authority, functions of departments of units, duties and responsibilities, policies and procedures, and rules and regulations.			
<b>ISC 209 Plant Layout</b>			<b>(3-2-4)</b>
A practical study of factory planning with emphasis on the most efficient arrangement of work areas to achieve lower manufacturing costs. Effective management of men, money and materials in a manufacturing operation.			
<b>ISC 210 Job Analysis and Evaluation</b>			<b>(3-2-4)</b>
This course is designed to familiarize the supervisor with techniques necessary to gather facts about the specific operations and responsibilities of the job, what it entails, such as mental ability, skills, and physical requirements.			
<b>ISC 211 Work Measurement</b>			<b>(5-3-7)</b>
Principles of work simplification including administration of jobs methods improvement, motion study fundamentals, time-study techniques, work sampling, and pace rating. Use of flow and process charts, multiple activity charts, operation charts, flow diagrams and methods evaluation.			
Prerequisite: BUS 282.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>ISC 213 Production Planning</b>			<b>(4-0-4)</b>
Day-to-day plant direction; forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed.			
Prerequisite: BUS 282.			
<b>ISC 220 Management Problems</b>			<b>(5-0-5)</b>
A study of personnel and production problems from the standpoint of the executive. Includes selection and development of products, control problems and techniques, development of standards, employee-employer relations, developing the executive staff. Case studies are utilized.			
Prerequisite: None.			
<b>LEX 101 Introduction to Paralegal Studies</b>			<b>(2-0-2)</b>
Upon completion of this course students will be able to demonstrate an extensive knowledge of legal terminology and vocabulary including definitions, usage, derivations and spelling.			
<b>LEX 102 Civil Litigations I</b>			<b>(3-0-3)</b>
This course involves the study of N. C. Rules of Civil Procedure relating to complaints, answers, counterclaims, crossclaims and third party practice, service of process and default judgment. Emphasis is placed on the practical aspects of service of process and the preparation of the above mentioned documents. Upon completion, students will be able to accomplish service of process and draft pleading as well as use with confidence the rules of Civil Procedure.			
<b>LEX 103 Civil Litigation II</b>			<b>(3-0-3)</b>
This course is a continuation of Civil Litigation I and involves the study of motions and orders as well as the discovery devices. Emphasis is placed on the preparation of discovery devices and pretrial motions. Upon completion, students will be able to effectively use the discovery devices and to draft and serve motions.			
Prerequisite: LEX 102.			
<b>LEX 104 Legal Research</b>			<b>(5-2-6)</b>
This course teaches students to research law using statutory, case law, and constitutional authorities. Emphasis is placed on N.C. authorities as well as federal laws. Upon completion, students will be able to competently research legal problems on both the state and federal levels.			
<b>LEX 105 Legal Writing</b>			<b>(2-4-4)</b>
This course is a continuation of the Legal Research course and teaches the student the mechanics of legal writing. Emphasis is placed on teaching students to analyze legal authority, draft legal issues and use proper writing style. Upon completion, students will be able to write a legal memorandum of law, a trial brief and an appellate brief.			
Prerequisite: LEX 104.			
<b>LEX 106 Domestic Relations Law</b>			<b>(3-2-4)</b>
This course involves the study of annulment, divorce, separation agreements, child custody, support, alimony, equitable distribution, adoption and name changes. Emphasis is placed on drafting documents relating to the above topics and recent legislation modifying prior caselaw. Upon completion, students will be able to draft complaints and judgments relating to divorce, custody, support and equitable distribution and to complete adoption forms.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>LEX 107 Legal Ethics</b>			<b>(2-0-2)</b>
This course introduces the student to the creation, organization, operation and termination of the proprietary, partnership and corporate forms of business. Topics include types of business enterprise, the formation and operation of sole proprietorship, partnerships, corporations, dissolution and tax consequences. Upon completion, students will be able to prepare corporate charters, by-laws, other necessary corporate documents, partnership agreements, dissolutions and check lists.			
<b>LEX 108 Tort Law</b>			<b>(4-0-4)</b>
This course involves the study of the law of negligence, intentional torts, and strict liability. Emphasis is placed on negligence with the preparation of pleading, discovery devices and settlement brochure as course projects. Upon completion, students will be able to identify the elements of the various torts and prepare pleading, discovery devices and the settlement brochure.			
<b>LEX 201 Investigation</b>			<b>(3-0-3)</b>
This course is designed to provide the student with a working knowledge of various aspects of civil and criminal investigation. Topics include interviewing techniques, obtaining records, sketching and photographing accident and crime scenes, collecting and preserving evidence, and tracing missing witnesses. Upon completion, students will be able to prepare questionnaires, interview witnesses, obtain criminal, motor vehicle, medical and accident records, trace missing witnesses and sketch scenes.			
<b>LEX 202 Law Office Management</b>			<b>(2-2-3)</b>
This course includes study of types of law practice, setting up and maintaining administrative and mini-maxi systems, billing, flow charting and monitor systems. Topics include forms of law practice, monitoring timekeeping, filing, billing systems, drafting resumes, library maintenance and case management systems. Upon completion, students will be able to set up and maintain various law office systems, hire and supervise non-lawyer personnel and monitor case progress.			
<b>LEX 203 Administrative Law</b>			<b>(3-0-3)</b>
This course familiarizes the student with the various aspects of Administrative Law. Topics include various administrative agencies established by Congress to regulate, among other things, air and water quality, product safety, workers health and security, unemployment compensation, social security/Medicare and the employment of minorities. Upon completion of this course, students will be able to assist attorneys in matters dealing with various governmental administrative agencies.			
<b>LEX 204 Criminal Law</b>			<b>(4-0-4)</b>
This course consists of a study of both substantive and procedural criminal law. Topics include a study of the criminal process from arrest through trial and the elements which comprise various crimes. Upon completion, students will be able to analyze a fact situation and determine what, if any, defenses are available to the person charged.			
<b>LEX 205 Real Estate Law</b>			<b>(3-0-3)</b>
This course involves study of land ownership, present and future interests, absolute and conditional transfers, retained powers and documents necessary to establish interest in land. Topics include freehold and less than freehold estates, fixtures, types of ownership, contracts, deeds, mortgages, intangibles interests, liens and recording. Upon completion, students will be able to identify personalty, realty and fixtures, intangible interests of estate conveyed and requirements of deeds and explain recording systems.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>LEX 206 Wills, Trusts and Probate</b>			<b>(4-2-5)</b>
This course includes a study of types of wills and trust, probate and estate, administration, intestacy, wills and estates checklist, death taxes, and administration of trusts. Topics include terminology, law of wills, contesting wills, small estates, taxation, testamentary trusts, probate, and administration of estates. Upon completion, students will be able to draft and probate simple wills, compute death taxes, identify types of wills and trusts, and administer estates and trusts.			
<b>LEX 207 Bankruptcy and Collections</b>			<b>(2-2-3)</b>
This course involves the study of two types of individual bankruptcy, specifically, straight bankruptcy and chapter thirteen. Emphasis is placed on the taking of financial information, preparing bankruptcy petitions and the notification of creditors. Upon completion, students will be able to take financial information, prepare bankruptcy petitions, and deal with creditors.			
<b>LEX 208 Title Search and Real Estate Closing</b>			<b>(3-4-5)</b>
This course is a continuation of LEX 205 and involves the actual examination of real estate titles to determine ownership, encumbrances, liens and taxes. Additionally the course covering Real Estate closing procedures. Topics include establishing the chain, checking out conveyances and liens, checking taxes and assessments, writing the opinion and conventional FHA, VA, FMHA closing and closing documents. Upon completion, students will be able to trace chain of title, locate all liens, prepare forms of closing and write rough draft of title opinions.			
Prerequisites: LEX 205 and LEX 206.			
<b>LEX 209 Legal Seminar</b>			<b>(3-0-3)</b>
This course includes a review of critical courses, guest speakers, employment search techniques, job interviewing techniques, a research project, and information on paralegal certification.			
Prerequisite: A minimum of 45 LEX prefix quarter credit hours.			
<b>LEX 210 Partnership and Corporate Law</b>			<b>(3-0-3)</b>
This course must be taken during students' last quarter. This course analyzes the ethics of the lawyer and staff. Upon completion, students should be able to explain the N.C. Unauthorized practice of Law Statutes and how they apply to paralegals; contrast and compare the ABA Code of Professional Responsibility; the N.C. Canon of Ethics and codes of ethics of the National Federation of paralegal Associations and the National Association of Legal Assistants; identify authority that can and cannot be delegated by the attorney; discuss what constitutes proper supervision.			
<b>LEX 211 Legal Internship</b>			<b>(1-20-3)</b>
This course supplements study with supervised work experience in a law office, governmental agency or legal department of business or industry. In addition to assisting businesses and law firms in filling their needs for trained personnel, this course enables the student to learn from work experience and should allow him or her to advance more rapidly on becoming employed full time.			
Prerequisite: 45 quarter hours credit in LEX prefix courses, minimum overall G.P.A. of 3.0 in major and student locates a legal assistant placement which is approved by the instructor.			
<b>MAT 100 Essentials of Mathematics</b>			<b>(5-0-5)</b>
The real number system as a complete ordered field; concepts of sets, relations and functions, solution of equations and inequalities; elements of mathematicaloring polynomials and operations on rational expressions.			
Prerequisite: None.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>MAT 101 Technical Mathematics I</b>			<b>(5-0-5)</b>
The real numbers system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed. Prerequisite: Satisfactory evidence that admission requirements have been met.			
<b>MAT 102 Technical Mathematics II</b>			<b>(5-0-5)</b>
A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth. Prerequisite: MAT 101.			
<b>MAT 103 Technical Mathematics III</b>			<b>(5-0-5)</b>
The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed. Prerequisite: MAT 102.			
<b>MAT 105 College Mathematics</b>			<b>(3-0-0-3)</b>
A course to include basic concepts and operations of algebra, addition, subtraction, multiplication, and division; solutions of equations, factoring and other operations on polynomials and rational expressions. Prerequisite: None.			
<b>MAT 114 Fundamentals of Math</b>			<b>(5-0-5)</b>
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, ratio and proportion. Plane and solid geometric figures, measurement of surfaces and volumes. Introduction to algebra and the metric system. Prerequisite: None.			
<b>MAT 201 Technical Mathematics</b>			<b>(5-0-5)</b>
A continuation of MAT 103. More advanced concepts of differentiation and integration are considered. Included are graphs and derivatives of the trigonometric functions, exponential and logarithmic differentiation and integration, advanced integration techniques, polar equations, parametric equations and Fourier series. Prerequisite: MAT 103.			
<b>MAT 202 Applied Statistics</b>			<b>(3-0-3)</b>
Topics included are data collection, data display, variability, distributions, mean, median, mode, standard deviation, normal distribution, statistical tests, confidence intervals, and statistical process control. Application of these concepts to industrial quality control will be stressed. Prerequisite: MAT 101.			
<b>MKT 101 Advertising Principles</b>			<b>(3-0-3)</b>
A comprehensive survey of the history and development of advertising, including its economic and social values.			



### **MKT 120 Marketing**

**(5-0-5)**

A general survey of the field of marketing, with a study of the functions of marketing, market research and information systems, development of market channels, wholesalers and retailers and the composition of the market itself. This includes people, the level of purchasing power and motivation.

### **MKT 232 Principles of Selling**

**(3-0-3)**

A study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation of the execution of sales demonstrations required.

### **MKT 241 Sales Management**

**(3-0-3)**

Techniques used in the development of an effective sales force. Formulation of advertising and sales promotion programs. Analysis of selling costs, coordination of sales activities with other departments and appraisal of sales performance are included.

### **MKT 243 Advertising**

**(4-0-4)**

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.

### **MKT 245 Retailing**

**(3-0-3)**

A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.

### **NUR 100 Orientation To Nursing**

**(3-0-0-3)**

This is a transition course for L.P.N.'s entering the registered nurse education program. It is designed to reinforce and strengthen knowledge and skills in nursing process, nursing care planning, physical assessment, basic nursing procedures, and basic pharmacology review. In addition, information relating to stress management is included. The course is required for L.P.N.'s seeking advanced placement into Nursing Education Options. No curriculum credit is earned.

### **NUR 101 Fundamentals of Nursing**

**(5-6-0-8)**

This beginning course is the foundation for all other courses in nursing. The emphasis is on individual self-care and basic nursing skills which assist patients in meeting physical, social, emotional, and rehabilitative needs. Observing, assessing, planning, implementing, evaluating, and recording information is stressed as an introduction to the nursing process. Safe nursing practices and legal principles are incorporated. Classroom, nursing laboratory, and hospitals are used for directed clinical practices.

Prerequisite: None

Corequisite: BIO 102, NUT 106.

### **NUR 102 Maternal-Child Nursing I**

**(7-0-0-7)**

A family-centered course beginning either with maternity cycle or child care from birth through adolescence. Normal antepartum, labor, delivery, postpartum, and the needs of the normal newborn are presented. Some common complications are considered. The student is also introduced to the etiology, treatment and nursing care of common disorders and illnesses that affect the infant, toddler, preschool, school age and adolescent. Concepts of patient-family teaching are emphasized and the nursing process is applied in developing and implementing nursing care plans for selected patients. Previously learned competencies are incorporated.

Prerequisites: NUR 101, NUT 106, BIO 102.

Corequisites: PSY 118, NUR 102P.



	Hours Lec.	Per Week Lab	Quarter Hours Credit
<b>NUR 102P Maternal-Child Nursing I Clinical</b>			<b>(0-0-12-4)</b>
This course runs concurrently with Maternal-Child Nursing theory. Clinical learning opportunities to apply principles and skills are provided in the obstetrical and pediatric units. Emphasis is placed on the uncomplicated antepartal, intrapartal, and postpartal experiences and on the nursing care of children with common pediatric disorders. Preventive patient family teaching and self-care concepts are stressed. Observational experiences in a pediatrician's office and the health department are provided to enhance the grasp of the health-illness continuum.			
Prerequisite: NUR 101.			
Corequisite: NUR 102.			
<b>NUR 103 Medical-Surgical Nursing I</b>			<b>(5-2-0-6)</b>
This course introduces basic concepts of nursing care of patients with common and less complex problems caused by illness. The nursing process, physical assessment and medication administration are introduced. Instruction in basic math and drug dose calculations is provided. Aspects of care associated with cancer, chronic illness and pain are included. Care of the surgical patient during pre, intra, and post operative periods are stressed. Emphasis is placed on fluid and electrolyte imbalances and diseases and disorders of the pulmonary, cardiovascular and peripheral vascular systems. Patient/family teaching, pharmacology, nutrition and aspects of home health nursing are integrated. Patient self-care concepts and concepts of health promotion are introduced and stressed throughout the course. Special emphasis is placed on the care of the geriatric patient.			
Prerequisite: NUR 101, NUT 106, BIO 102.			
Corequisite: NUR 103P.			
<b>NUR 103P Medical-Surgical Nursing I Clinical</b>			<b>(0-0-12-4)</b>
This course runs concurrently with Medical-Surgical Nursing I. It provides opportunities to apply, within the clinical area, nursing theories and skills relevant to patients experiencing medical-surgical problems. Opportunities are given for application of nursing interventions related to fluid and electrolyte disturbance and diseases and disorders of the cardiovascular, pulmonary and peripheral vascular systems. Experience in caring for the patient during the pre and post operative phase is provided. Special emphasis is placed on nursing care of the geriatric and cancer patient in the hospital setting, as well as in the home. Observational experiences are provided in home health nursing.			
Prerequisites: NUR 101, NUT 106.			
Corequisite: NUR 103.			
<b>NUR 104 Medical-Surgical Nursing II</b>			<b>(7-0-0-7)</b>
This course continues the study of medical-surgical disorders. Pathophysiological processes and therapeutic interventions related to hematological, endocrine (especially diabetes mellitus), gastrointestinal, dermatological, sexual and reproductive, and musculoskeletal disorders are included. Concepts infection control, patient/family teaching, pharmacology and nutrition are integrated throughout. Emphasis is placed on health promotion.			
Prerequisite: NUR 103, BIO 103.			
Corequisite: NUR 104P.			
<b>NUR 104P Medical-Surgical Nursing II Clinical</b>			<b>(0-0-12-4)</b>
This course runs concurrently with Medical-Surgical Nursing theory and provides continued opportunities to demonstrate increasing levels of competence in nursing care of selected patients with problems involving the endocrine, gastrointestinal, dermatological, sexual and reproductive and musculoskeletal systems. Observational experiences in the affiliating hospital surgical suites and recovery room are provided.			
Prerequisite: NUR 103P.			
Corequisite: NUR 104.			



	Hours Per Week Lec.	Hours Per Week Lab	Quarter Hours Credit
<b>NUR 105 Nursing Seminar</b>			<b>(3-0-0-3)</b>
This course provides opportunity for exploring the roles and responsibilities of the practical, technical, and professional nurse within an ever-changing health care system. Major emphasis is on standards of nursing, current issues and trends in nursing, professional organizations, and employment opportunities. History of nursing as well as legal and ethical responsibilities of the nurse are presented. Continuing education opportunities and responsibilities are stressed.			
Prerequisite: NUR 101,NUR 103.			
Corequisite: None.			
<b>NUR 107 Pharmacology</b>			<b>(3-0-0-3)</b>
This course is designed to assist students in acquiring knowledge and skills that are basic to safe, intelligent administration of drugs. Emphasis will be placed on classification, therapeutic and adverse effects and laws regarding legal use of drugs.			
Prerequisite: NUR 101.			
Corequisite: None.			
<b>NUR 202 Maternal-Child Nursing II</b>			<b>(6-0-0-6)</b>
Designed to provide theoretical knowledge concerning the more complex problems of obstetrical and pediatric patients. Emphasis is placed on the nursing process utilizing the concepts of family centered nursing and health teaching. Nutrition and pharmacology are integrated.			
Prerequisite: NUR 102.			
Corequisite: NUR 202P.			
<b>NUR 202P Maternal-Child Nursing II Clinical</b>			<b>(0-0-12-4)</b>
Continued opportunities to demonstrate increasing ability to assess needs, plan, implement and evaluate nursing care of obstetrical and pediatric patients experiencing complex health problems. Growth and development concepts as well as anatomy and physiology are incorporated in the nursing care plan. The obstetrical units, newborn nursery, and pediatric units of the affiliating agencies will be used for directed experiences. An observational experience in a long term care facility is included.			
Prerequisite: NUR 102P.			
Corequisite: NUR 202.			
<b>NUR 203 Medical-Surgical Nursing III</b>			<b>(7-0-0-7)</b>
This advanced medical-surgical nursing course is designed to build upon concepts presented in previous medical-surgical nursing courses. Critical care nursing is introduced. Complex and difficult problems associated with diseases and disorders are included. The nurse's role in emergency and disaster situations is introduced. Emphasis is placed on an in-depth study of disorders associated with neurological, renal and immune systems. Care of the patient with cardiac arrhythmias, respiratory failure, and burns is stressed. Continued emphasis is placed on patient/family teaching and health promotion.			
Prerequisite: NUR 104, BIO 104.			
Corequisite: NUR 203P.			
<b>NUR 203P Medical-Surgical Nursing III Clinical</b>			<b>(0-0-12-4)</b>
This course runs concurrently with Medical-Surgical Nursing III. It allows for the synthesis of nursing concepts presented in the concurrent course and previous medical-surgical nursing courses. Application of the nursing process to difficult and complex problems of selected medical-surgical patients is provided. Observational learning experiences are provided in the emergency departments and intensive care units of the affiliating hospitals.			
Prerequisite: NUR 104P.			
Corequisite: NUR 203.			



	Hours Per Week Lec.	Hours Per Week Lab	Quarter Hours Credit
<b>NUR 206 Psychiatric Nursing</b>			<b>(6-0-0-6)</b>
This course focuses on a humanistic framework in providing nursing care for clients with various psychiatric disorders. Emphasis is placed on the student gaining increased insight into his/her own feelings and behavior, thereby promoting more complete understanding of the feelings and behavior of clients. The DSM III diagnostic classification system and pharmacologic therapy are presented with emphasis on nursing implications.			
Prerequisite: NUR 203.			
Corequisite: NUR 206P.			
<b>NUR 206P Psychiatric Nursing-Clinical</b>			<b>(0-0-12-4)</b>
This clinical course focuses on utilization of the nursing process in the care of individuals requiring intervention for aberrant behavior. Objective-centered experiences are planned for inpatient psychiatric facilities. Emphasis is on the collection and interpretation of data, formulation of therapeutic interpersonal skills, and collaboration with health team members. The intent of the course is to promote increased competence in observing behavior and increased awareness of the mental health-illness continuum.			
Prerequisite: NUR 203P.			
Corequisite: NUR 206.			
<b>NUR 207 Nursing Problems</b>			<b>(6-0-0-3)</b>
Nursing Problems is designed to aid the student in the transition from student to graduate nurse. Emphasis is placed upon assuming increased responsibilities in caring for clients with more complex health problems. Leadership skills and role clarification of various team members is included.			
Prerequisite: All NUR courses.			
Corequisite: NUR 207P.			
<b>NUR 207P Nursing Practicum</b>			<b>(0-0-18-3)</b>
This course provides clinical opportunities for the student to apply the nursing process to selected clients in medical surgical units who require more complex technical skills and planning expertise. Emphasis is placed upon transition from student to graduate nurse via supervised leadership opportunities within the clinical setting and through presentation of hypothetical leadership situations during clinical conferences.			
Prerequisite: All NUR courses.			
Corequisite: NUR 207.			
<b>NUT 102 Nutrition for Young Children</b>			<b>(3-2-0-4)</b>
This course is the study of basic nutrition with emphasis on methods of helping young children and their families learn nutritional concepts and on planning balanced diets for preschool children.			
<b>NUT 106 Basic Nutrition</b>			<b>(3-0-0-3)</b>
An introduction to basic nutrition and diet therapy, beginning with fundamental components of food and their relationship to normal body structure and function. It continues with meeting nutritional needs of individuals at various stages of life cycles and various states of health. Therapeutic hospital diets are presented and the role of the nurse in diet therapy is stressed.			
Prerequisite: None.			
Corequisite: NUR 101.			
<b>ORI 100 Orientation</b>			<b>(1-0-1)</b>
This course is designed to acquaint the student with the philosophy, purpose, and objectives of the College, as well as the resources and regulations provided to aid the student in responding effectively in a learning environment. The content will include basic study skills and introduction to the pertinent functional areas of the school that are relevant to the student such as: financial assistance, library, student government, student services, job placement, counseling, and continuing education.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>OSC 102 Keyboarding</b>			<b>(1-4-3)</b>
Develop basic keyboarding skills with emphasis on keyboarding mastery (inputting on microcomputers). The student masters the alpha, numeric and symbol keys. Horizontal and vertical centering, simple tabulation and the production of basic documents will be introduced.			
<b>OSC 103 Document Formatting</b>			<b>(1-4-3)</b>
This course builds on the keyboarding competencies students have developed. Emphasis is placed on increasing speed, improving accuracy, learning word processing functions, developing formatting skills, applying communication skills, and learning document production skills.			
Prerequisite: OSC 102.			
<b>OSC 104 Document Production</b>			<b>(1-4-3)</b>
The student will develop skills in the production of documents with emphasis on the student's ability to produce mailable copies. Production units will include tabulation, manuscripts, correspondence, and business forms.			
Prerequisite: OSC 103.			
<b>OSC 106 Speedwriting I</b>			<b>(3-2-4)</b>
A beginning course in the theory and practice of reading and writing speedwriting with emphasis on phonetics, penmanship, abbreviations, brief forms, and phrases.			
<b>OSC 107 Speedwriting II</b>			<b>(3-2-4)</b>
The student will become proficient in the reinforced study of speedwriting theory. Emphasis is placed on properly written outlines, recall from homework and classwork, spelling and transcribing from speedwriting notes in a mailable or usable copy.			
Prerequisite: OSC 106.			
<b>OSC 108 Speedwriting III</b>			<b>(3-2-4)</b>
Students will continue to review Speedwriting theory and build speed. Emphasis will be on development of speed in dictation and accuracy in transcription.			
Prerequisite: OSC 107.			
<b>OSC 110 Office Machines</b>			<b>(2-2-3)</b>
Office Machines is designed to develop occupational ability in the operation of ten-key electronic printing calculators. Training is received in techniques, processes, operation, and application of the ten-key electronic machines. Practical application is made through the study and practice in payroll procedures during the course.			
<b>OSC 112 Records Management</b>			<b>(3-0-3)</b>
Fundamentals of indexing and filing are covered extensively. Principles of operation and control of records programs are introduced. Theory and simulations are combined to acquaint one with alphabetic, subject, geographic, numeric, color, and micrographic filing systems.			
<b>OSC 183E Terminology and Vocabulary</b>			<b>(3-0-3)</b>
This course is a study of the structure of words and terms used in business, technical, and professional offices. Emphasis is placed on spelling definitions, pronunciation, word usage, terminology and dictionary usage.			
<b>OSC 183M Terminology and Vocabulary</b>			<b>(4-0-4)</b>
A study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, word roots and their combining forms.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>OSC 205 Advanced Document Production</b>			<b>(1-4-3)</b>
The student will further develop and refine their skill in the production of documents with emphasis on working with in-basket projects. A minimum of instruction will be given as students will demonstrate the ability to simulate office document production. Prerequisite: OSC 104.			
<b>OSC 212E Machine Transcription I</b>			<b>(1-4-3)</b>
A study and practice course in the use of transcribing machines in business dictation. Proficiency in word usage, correct grammar, and letter styles will be emphasized. Prerequisite: OSC 104.			
<b>OSC 212M Machine Transcription I</b>			<b>(1-4-3)</b>
A study and practice course in machine transcription using various medical and surgical forms, reports and case histories from medical cassette tapes. Prerequisite: OSC 104 and OSC 183M.			
<b>OSC 213E Office Procedures</b>			<b>(3-2-4)</b>
Designed to acquaint the student with the responsibilities encountered by a general office worker during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: OSC 205			
<b>OSC 213M Office Procedures</b>			<b>(3-2-4)</b>
Designed to acquaint the student with the responsibilities encountered in the medical office during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization and insurance claims. Prerequisite: OSC 205.			
<b>OSC 220E Machine Transcription II</b>			<b>(1-4-3)</b>
Text and tape activities offer a comprehensive review of typing skills with particular emphasis on style and formatting decisions. Utilizing modern work processing and transcribing equipment, the student learns good work habits and efficiency. Prerequisite: OSC 212E.			
<b>OSC 220M Machine Transcription II</b>			<b>(1-4-3)</b>
This course is a continuation of BUS 212M. Prerequisite: OSC 212M.			
<b>OSC 248 Medical Insurance</b>			<b>(3-0-3)</b>
An introduction to medical insurance, coding procedures, claim forms, private and government-sponsored insurance companies, and special forms.			
<b>OSC 270 Word Processing I</b>			<b>(2-2-3)</b>
The student will learn basic Word Processing applications. In addition, the student will study the development of word/information processing, careers and industry application, technologies and management of change in the automated office. Prerequisite: OSC 102 or consent of the instructor.			
<b>OSC 273 Word Processing Applications</b>			<b>(3-2-4)</b>
This course is designed to enable the student to produce complex documents using advanced word processing function. Disk management and desktop publishing are important components of this course. Prerequisite: OSC 270.			



### **OSC 274 Office Systems Management**

**(3-0-3)**

This course is designed for current and potential managers of office automation. Provides the history and evolutionary perspective of the changing traditional office. Emphasizes flow and management of information processing and related technologies which include the areas of input, processing reprographics, distribution and records management. Analyzes the management functions of planning, organizing, staffing and controlling as related to office automation.

Prerequisite: OSC 273.

### **PHM 103 Pharmacology**

**(4-2-0-5)**

This course involves a thorough study of contrast media utilized by the Radiologic Technologist and the reactions related to their use. Legal implications is included. Procedures involving ingestion or injection of a contrast medium will be carefully examined, including positioning and topographic anatomy of the part. Radiographic positioning necessary to perform x-ray examinations of the axial skeleton will be studied and practiced. The energized lab will be utilized.

Prerequisites: RDT 102, RDT 101C, BIO 108.

### **PHM 107 Pharmacology**

**(3-0-0-3)**

This course is designed to assist students in acquiring knowledge and skills that are basic to safe, intelligent administration of drugs. Emphasis will be placed on classification, therapeutic and adverse effects and laws regarding legal use of drugs.

Prerequisite: NUR 101

### **PHO 108 Darkroom Basics**

**(2-3-3)**

An introduction to basic darkroom procedures. Students will learn to develop exposed black and white film they have taken and to produce black and white prints from the negatives. Students will learn to mix and prepare chemicals for developing.

### **PHO 116 Basic Photography**

**(2-3-3)**

An introduction to the field of photography, photographic equipment, and materials. A study of the fundamental techniques of the camera and its expression possibilities in relation to the field of design and visual communications.

### **PHO 140 Portrait Photography**

**(2-4-3)**

Techniques in photographing individuals, groups and animals in posed pictures, indoor and outdoor. Emphasis is placed on creative aspects.

### **PHO 141 Advanced Portrait Photography**

**(2-4-3)**

Advanced techniques in photographing individuals and groups indoors and out. Most emphasis will be placed on the use of natural light, environmental aspects of outdoor portraiture, and the refining of poses and composition. Students will also be instructed in the techniques of producing finished prints, including spotting, retouching and general print enhancement.

Prerequisite: PHO 140.

### **PHO 217 Photography Techniques**

**(2-4-3)**

Advanced projects will require an in-depth study and use of filters, along with such contemporary techniques as solarization, posterization, photograms, and other experimental effects. Emphasis will be placed on creative aspects.

### **PHO 225 Photo Oil Tinting and Print Finishing I**

**(2-4-3)**

Emphasis is on the introduction of photographic light oil techniques. The use of the color wheel and mixing of colors to modify intensity and values. Brush application of photo oil paint in light oil cotton rubdown for transparent color is introduced and practiced.



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>PHO 226 Photo Oil Tinting and Print Finishing II</b>			<b>(1-3-2)</b>
This course emphasizes print spotting, light oil, and brush background.			
<b>PHO 230 Photo Oil Tinting and Print Finishing III</b>			<b>(2-4-3)</b>
This course specializes in restoration of damaged and faded photos. Glossy black and white copies are reworked with spray spotone, pencil, pastel and oil paints.			
<b>PHO 235 Commercial Photography</b>			<b>(2-4-3)</b>
This course introduces the student to "Table Top" photography and familiarizes the student with view camera operations and techniques. Commercial printing, marketing techniques and business aspects of commercial photography are also covered.			
<b>PHY 101 Physics: Properties of Matter</b>			<b>(3-2-4)</b>
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.			
Prerequisite: None.			
<b>PHY 102 Physics: Work, Energy, Power</b>			<b>(3-2-4)</b>
Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their application are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.			
Prerequisite: MAT 101, PHY 101.			
<b>PHY 104 Physics: Light &amp; Sound</b>			<b>(3-2-4)</b>
A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination, and the principles involved in optical instruments. Application is stressed throughout.			
Prerequisites: MAT 101, PHY 101.			
<b>PHY 111 Physics I</b>			<b>(2-2-0-3)</b>
A study of the fundamental concepts of electricity including static electricity, magnetism, the production of direct and alternating current, Ohm's Law and the principles of series and parallel circuits. Laboratory experiments give the student the opportunity to prove the fundamental laws of electricity and magnetism.			
Prerequisites: MAT 105, RAD 101.			
<b>PHY 112 Physics II</b>			<b>(4-2-0-5)</b>
This course furthers the study of electrical concepts as they relate to radiology. Basic principles underlying the operation of x-ray equipment and auxiliary devices are taught as well as the production and properties of x-radiation.			
Prerequisites: PHY 111, RAD 105.			
<b>POL 102 The National Government</b>			<b>(5-0-5)</b>
English and colonial background, the Articles of Confederation, and the framing of the Federal constitution. The nature of the Federal union; states' rights, federal powers, and the political parties. The general organization and functioning of the national government.			
Prerequisite: None.			



**POL 103 State and Local Government**

(5-0-5)

A study of state and local government, state-federal interrelationship, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention is given to North Carolina.

Prerequisite: None.

**PSY 102 Principles of Psychology**

(5-0-5)

A study of the various fields of psychology; the developmental process, motivation, emotion, frustration, and adjustment; mental health; attention and perception; problems of group living. Attention is given to applications of these topics, to problems of study, self-understanding, and adjustment to the demands of society.

Prerequisite: None.

**PSY 103 Adolescent Psychology**

(5-0-5)

A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents.

Prerequisite: PSY 102 or PSY 201.

**PSY 115 Child Growth & Development**

(6-0-0-6)

A detailed study of the developmental sequence of the prenatal and early childhood periods, with emphasis on developmental influences and conditions necessary for optimal development of individuals.

Prerequisite: PSY 102.

**PSY 116 Child Growth & Development II**

(3-0-0-3)

A detailed study of the developmental sequence during the middle childhood period. Emphasis is given to factors influencing development: the importance of experiences in establishing patterns of behavior attitudes; interpersonal skills; language usage; and the relationship of middle childhood to later realization of potential.

Prerequisite: PSY 102.

**PSY 118 Growth and Development**

(3-0-3)

Prenatal, infancy, childhood, adolescence, adulthood and senescence are revealed in this study of human development. Both physiological and psychosocial concepts are included.

Prerequisite: PSY 106.

**PSY 120 Behavioral Management & Guidance**

(3-0-0-3)

This course is designed to assist the child care worker in guiding children of all ages to reduce discipline problems. An in-depth study of laws that regulate discipline will create awareness among students enrolled. Case studies of specific discipline problems will be analyzed for the legal implications. Understanding behavior according to different age groups will be studied. Students will study techniques used in guiding behavior for individuals and groups, methods of managing group behavior will be studied. Unacceptable methods of discipline will be discussed indepth, such as child abuse, etc.

**PSY 201 General Psychology**

(3-0-3)

An introduction to the science of behavior including the study of heredity, maturation, learning and remembering, perception, motivation, environment and normal/abnormal personality.

Prerequisite: None.



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>PSY 206 Applied Psychology</b>			<b>(3-0-3)</b>
A study of the principles of psychology that will be of assistance in the understanding of the inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.			
<b>PSY 226 Abnormal Psychology</b>			<b>(3-0-3)</b>
A study of the symptoms, contributing factors, treatment and outcomes of the mentally ill and mentally defective as well as maladjusted, antisocial persons. Classification and nomenclature of psychoneurosis, psychoses, and other illnesses are discussed. Prerequisites: PSY 106.			
<b>RAD 101 Introduction to Radiography</b>			<b>(3-0-0-3)</b>
The student will receive an overall view of the Radiologic Technology profession and become familiar with the general structure of medicine. Principles of law and ethics will be discussed. Orientation to the college, study skills, financial aid, purpose, philosophy objectives will be included. The course contains a thorough study of the principles of radiation protection to include: interactions, exposure quantities, biological effects, MPD, patient and personnel protection. All aspects of radiation protection will be taught. Prerequisite: Program Admission.			
<b>RAD 101C Clinical Practicum I</b>			<b>(0-0-12-4)</b>
Practical experience in the clinical area will include: processing of radiographs and general darkroom duties, office procedures and basic patient care techniques. Application of positioning of the chest, upper and lower extremities and simple principles of exposure will be practiced after achieving competency level in classroom laboratory. Proper methods of patient transportation and handling to provide maximum safety to patient and worker will be emphasized. Film critique sessions and review of radiation protection classes will be scheduled. Direct supervision will be maintained. Prerequisite: Program admission.			
<b>RAD 102 Radiographic Techniques I</b>			<b>(5-2-0-6)</b>
A study of positioning of the appendicular skeleton and positioning terminology. An introduction to basic darkroom and radiographic exposure principles will be included. The fundamentals of Upper Gastrointestinal and Gallbladder procedures will be incorporated. Shielding and radiation protection related to the above positioning procedures will be integrated. The energized lab will be utilized. Prerequisite: Program admission.			
<b>RAD 102C Clinical Practicum II</b>			<b>(0-0-15-5)</b>
Practical experience in the clinical area will assist the student in improving basic positioning skills of the appendicular skeleton, shoulder and pelvic girdle. The student will observe and practice contrast procedures (U.G.I., G.B., I.V.P.) and relative positioning. Thoracic, lumbar, sacro-coccygial, clavicle, scapula, pelvis, hip, femur, knee and patella will be taught in the clinical setting. Regular film critique and radiation protection lessons will be taught. Direct supervision will be maintained. Prerequisites: RAD 102, RAD 101C, BIO 108.			



### **RAD 103 Radiographic Techniques II**

**(4-2-0-5)**

This course involves a thorough study of contrast mediums utilized in the Radiology Department and potential adverse reactions relative to their usage. Legal implications are included. Procedures involving ingestion or injection of a contrast medium will be carefully examined, including positioning and topographic. Radiographic positioning necessary to perform x-ray examinations of the axial skeleton will be studied and practiced. The energized lab will be utilized.

Prerequisites: RAD 101, RAD 102, RAD 101C.

### **RAD 103C Clinical Practicum III**

**(0-0-15-5)**

Practical experience in the clinical area with emphasis on standard skull and cervical spine positioning. A continuation of position skills to include B.E. and ribs and sacroiliac joints. Sterile tray preparation and surgical techniques will be included. The student will assist the radiologist during flourosopic procedures and will, under direct supervision, position the patient for contrast radiographs. Clinical experiments related to classroom theory will be performed in the energized lab. Film evaluations will be performed. Direct supervision will be maintained.

Prerequisites: RAD 102C, RAD 103.

### **RAD 104 Basic Health Care**

**(2-0-2-3)**

Course is designed to develop basic nursing skills. Emphasis upon patient management in emergency and critical situations is discussed. Theory and practice of artificial respiration, cardiac, massage, sterile technique, isolation, procedures, I.V. punctures will be taught. Medical vocabulary will be incorporated. (Students will not inject contrast during the 24-month training period).

Prerequisite: RAD 103, BIO 108, BIO 109.

### **RAD 104C Clinical Practicum IV**

**(0-0-30-10)**

The student will spend the Summer quarter attaining confidence and proficiency in clinical examinations studied during the past three quarters. Surgical and Radiation Therapy rotations will be scheduled. Positioning of facial, nasal and sinus radiography will be taught in the first half of quarter. Sterno-clavicular and Acromio-clavicular joints, sternum, lordotic chest and pelvimetry will be taught the second half of quarter. A "Fluoro day" will be incorporated. Film evaluations will be performed and direct supervision will be maintained. Quality control area will be explored.

Prerequisites: RAD 105, RAD 103C.

### **RAD 105 Principles of Exposure**

**(4-2-0-5)**

A study of radiographic exposure principles essential to the formation of a diagnostic radiograph. Radiographs which deal with the various principles will be made and explained by the student. Radiographic positioning of the skull, sinuses, facial bones and nasal bones will be included.

Prerequisites: RAD 103, RAD 102C.

### **RAD 107 Radiography Seminar I**

**(2-0-0-2)**

A seminar based on the actual clinical experiences of students. Sharing of learned knowledge, enlightening and unknowing situations which will enhance student's overall progress. Classroom instruction for problem areas involving positioning, technical factors, patient care, radiation protection, etc. exposed in seminar will be taught.

Prerequisites: RAD 105, RAD 103C.



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>RAD 201 Medical Imaging I</b>			<b>(3-2-0-4)</b>
This course involves a study of advanced physics and x-ray circuitry. The student will gain a thorough knowledge of the manipulation of exposure factors through the completion of theory and mathematical problems. Advanced principles of exposure will be studied. An indepth study of grids and screens along with principles of the darkroom and latent image formation will be discussed.			
Prerequisites: RAD 104C, RAD 107.			
<b>RAD 201C Clinical Practicum V</b>			<b>(0-0-24-8)</b>
Practical experience in the clinical area with special emphasis on the C-Arm and technical factors relating to specific body parts will be taught. Erect and recumbent skull positioning will be reviewed. Specialty rotations will continue. Advanced film evaluations will be performed. Clinical supervision will be maintained.			
Prerequisites: RAD 104C, RAD 107.			
<b>RAD 202 Special Radiographic Procedures</b>			<b>(3-0-0-3)</b>
The student will study the specialized and highly technical procedures in Radiology. Specific accessories and equipment, the different types and complications of contrast material used in special procedures will be discussed. Cinefluorography and rapid film changes and their part in vascular and neuroradiography will be emphasized. Emergency and trauma work, CT Scanning, and vascular radiography will be studied. Pediatric radiography will be taught.			
Prerequisite: RAD 201, RAD 201C.			
<b>RAD 202C Clinical Practicum VI</b>			<b>(0-0-24-8)</b>
Practical experience in the clinical area with emphasis on special skull procedures (Mayer, Law, etc.). Pediatric and special procedure projects will be a follow-up of classroom discussion. Specialty rotations will continue. Film evaluations and clinical supervision will be maintained.			
Prerequisites: RAD 201, RAD 201C.			
<b>RAD 203 Medical Imaging II</b>			<b>(4-0-0-4)</b>
This course will be a continuation of the concepts and principles in advanced radiologic physics. An indepth study of fluoroscopy, image intensifier, cinefluorography, T.V., Tomography, Stereoscopy and other advanced technical area will be discussed.			
Prerequisite: RAD 201, RAD 201C.			
<b>RAD 203C Clinical Practicum VII</b>			<b>(0-0-24-8)</b>
Practical Experience in the clinical area involves rotations through specialty areas; surgical and vascular. The student will perform "trauma" series of the skull. Tomography projects relative to didactic studies will be performed. Clinical experience will be adjusted to areas in which the student has exhibited specific weaknesses. Film critique sessions will be reviewed to include radiographic films demonstrating pathological changes. Clinical supervision will be maintained.			
Prerequisites: RAD 202C, RAD 203.			
<b>RAD 204 Quality Assurance</b>			<b>(2-0-0-2)</b>
The student will perform quality assurance tests which will help to produce the highest quality radiographs with the lowest possible repeat rate, this reducing radiation exposure to patients and personnel. QA equipment will be demonstrated and student lab projects performed and evaluated.			
Prerequisites: RAD 205, RAD 203C.			



	Hours Lec.	Per Week Lab	Quarter Hours Credit
<b>RAD 204C Clinical Practicum VIII</b>			<b>(0-0-30-10)</b>
Practical experience in the final clinical quarter will give the student an opportunity to refine the cumulative skills and techniques of general diagnostic radiographic and fluoroscopic procedures. Competencies must be successfully completed for all routine radiologic procedures, along with completion of patient procedures. Film reject analysis will be performed by the student. An exit physical must be completed prior to graduation. Clinical supervision will be maintained. Prerequisites: RAD 205, RAD 203C.			
<b>RAD 205 Radiation Biology</b>			<b>(3-0-0-3)</b>
A study of radiation biology to include: background radiation, effects of irradiation upon the cell, tissue response to radiation and the overall effects of ionizing radiation in the biological system. A review of the fundamental principles of radiation protection will be discussed. An extension of the clinical rotation in radiation therapy will be incorporated. Prerequisites: RAD 203, RAD 202.			
<b>RAD 207 Radiography Seminar II</b>			<b>(4-0-0-4)</b>
The seminar will be spent reviewing the past seven quarters of didactic materials, and incorporating skill-oriented testing. Advanced positioning techniques will be discussed. Prerequisites: RAD 205, RAD 203C.			
<b>RED 091 Vocabulary and Reading</b>			<b>(3-0-3)</b>
Emphasis is placed on vocabulary and reading skill development. Course content is designed flexibly in accordance with specific reading and vocabulary requirements of the student's educational objectives.			
<b>SAF 110 Health and First Aid</b>			<b>(3-0-3)</b>
A study of theory and practice of the immediate and temporary care given in case of an accident or illness.			
<b>SOC 101 Sociology I (Introduction to Sociology)</b>			<b>(3-0-3)</b>
A study of the fundamental principles and concepts of sociology, with emphasis on contemporary American institutions in relation to technological change, ethnic groups, population trends and social control. Prerequisite: None.			
<b>SOC 102 Principles of Sociology</b>			<b>(5-0-5)</b>
In this introduction to the principles of sociology, an attempt is made to provide an understanding of culture, collective behavior, community life, and social change. Prerequisite: None.			
<b>SOC 103 Sociology of Social Problems</b>			<b>(3-0-3)</b>
Special emphasis is given to the nature, extent, causes, and consequences of social problems in the United States. Prerequisite: None.			
<b>SOC 108 Community Resources</b>			<b>(3-0-0-3)</b>
A study of the resource and service agencies in the community that may be used as a supportive service to industry, education, and other human service institutions. A practicum experience is closely correlated with this course.			
<b>SOC 203 Marriage and the Family</b>			<b>(3-0-3)</b>
A study of dating relationships and preparation for marriage, continuing to an examination of the marriage process, stressing individual responsibility in making marriage and parenthood meaningful.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>SOC 215 Interpersonal Relationships and Communication (3-0-0-3)</b>			
A basic course dealing with the interpersonal and communication skills utilized in helping relationships. Examination is made of barriers which prohibit communication and hamper the helping process. Students will learn techniques of interviewing for specific purposes and acquire basic abilities in working with people.			



# VOCATIONAL EDUCATION

## DIPLOMA PROGRAMS

### PURPOSE

The vocational programs of study are designed to prepare individuals with the necessary education and training to seek employment opportunities in skilled occupations. These basic curricula are one full year in length and require approximately 30 to 33 hours of study per week on a full-time schedule. A diploma in the field of study is awarded upon completion.

In each curriculum emphasis is placed on the development of skills which are associated with that occupation. In addition, the development of the individual is enhanced through required courses in related subject areas, which include communication skills and human relations.

Air Conditioning, Heating, and Refrigeration

Automotive Mechanics

Cosmetology

Diesel Vehicle Maintenance

Food Service Specialist

Machinist

Retail Floriculture

Welding

Certificate Programs



## AIR CONDITIONING, HEATING, AND REFRIGERATION

The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.

### AIR CONDITIONING, HEATING, AND REFRIGERATION

#### V-024

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
AHR	1115	Fundamentals of Heating	2	6	4
ELC	1101	Basic Electricity	3	3	4
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			13	11	17
<b>Second Quarter</b>					
AHR	1121	Principles of Refrigeration	3	12	7
BPR	1101	Schematics and Diagrams	3	0	3
ELC	1102	Applied Electricity	3	3	4
RED	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	<u>0</u>	<u>3</u>	<u>1</u>
			11	18	17
<b>Third Quarter</b>					
AHR	1123	Principles of Air Conditioning	3	9	6
AHR	1128	Automatic Controls I	3	6	5
AHR	1125	Balancing and Calibration of Systems and Controls	3	3	4
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			12	18	18



**Fourth Quarter**

AHR	1109	Job Planning and Estimating	3	0	3
AHR	1126	All Year Comfort Systems	3	6	5
AHR	1130	Automatic Controls II	2	3	3
AHR	1144	Trouble Shooting	3	6	5
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			14	15	19
		Total	50	62	71

**AIR CONDITIONING, HEATING, AND REFRIGERATION****Arrangement for Evening Program**

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
AHR	1115	Fundamentals of Heating	2	6	4
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			5	6	7
<b>Second Quarter</b>					
ELC	1101	Basic Electricity	3	3	4
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			11	5	13
<b>Third Quarter</b>					
AHR	1121	Principles of Refrigeration	3	12	7
<b>Fourth Quarter</b>					
BPR	1101	Schematics and Diagrams	3	0	3
ELC	1102	Applied Electricity	3	3	4
RED	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	<u>0</u>	<u>3</u>	<u>1</u>
			8	6	10
<b>Fifth Quarter</b>					
AHR	1123	Principles of Air Conditioning	3	9	6
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			6	9	9
<b>Sixth Quarter</b>					
AHR	1128	Automatic Controls I	3	6	5
AHR	1125	Balancing and Calibration of Systems and Controls	<u>3</u>	<u>3</u>	<u>4</u>
			6	9	9
<b>Seventh Quarter</b>					
AHR	1109	Job Planning and Estimating	3	0	3
AHR	1126	All Year Comfort Systems	<u>3</u>	<u>6</u>	<u>5</u>
			6	6	8
<b>Eighth Quarter</b>					
AHR	1130	Automatic Controls II	2	3	3
AHR	1144	Troubleshooting	<u>3</u>	<u>6</u>	<u>5</u>
			5	9	8
		Total	50	62	71



**AIR CONDITIONING, HEATING AND REFRIGERATION**  
**(Certificate Program)**  
**Basic Refrigeration Component**  
**Day**

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ELC	1101	Basic Electricity	3	3	4
MAT	1101	Fundamentals of Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
			8	3	9
<b>Second Quarter</b>					
AHR	1121	Principles of Refrigeration	3	12	7
BPR	1101	Schematics and Diagrams	3	0	3
ELC	1102	Applied Electricity	3	3	4
WLD	1101	Basic Gas Welding	<u>0</u>	<u>3</u>	<u>1</u>
			9	18	15
<b>Third Quarter</b>					
AHR	1123	Principles of Air Conditioning	3	9	6
AHR	1128	Automatic Controls I	3	6	5
AHR	1125	Balancing and Calibration of Systems and Controls	<u>3</u>	<u>3</u>	<u>4</u>
			9	18	15

**AIR CONDITIONING, HEATING AND REFRIGERATION**  
**(Certificate Program)**  
**Basic Refrigeration Component**  
**Evening**

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>Second Quarter</b>					
MAT	1101	Fundamentals of Mathematics	5	0	5
ELC	1101	Basic Electricity	<u>3</u>	<u>3</u>	<u>4</u>
			8	3	9
<b>Third Quarter</b>					
AHR	1121	Principles of Refrigeration	3	12	7
<b>Fourth Quarter</b>					
BPR	1101	Schematics and Diagrams	3	3	3
ELC	1102	Applied Electricity	3	3	4
WLD	1101	Basic Gas Welding	<u>0</u>	<u>3</u>	<u>1</u>
			6	9	8
<b>Fifth Quarter</b>					
AHR	1123	Principles of Air Conditioning	3	9	6
<b>Sixth Quarter</b>					
AHR	1128	Automatic Controls I	3	6	5
AHR	1125	Balancing and Calibration of Systems and Controls	<u>3</u>	<u>3</u>	<u>4</u>
			6	9	9
					39



## AUTOMOTIVE MECHANICS

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

## AUTOMOTIVE MECHANICS

### V-003

#### Curriculum by Quarters

				Hours Per Week		Quarter
				Lec.	Lab	Hours Credit
<b>First Quarter</b>						
AUT	1101	Internal Combustion Engines		3	15	8
MAT	1101	Fundamentals of Mathematics		5	0	5
BPR	1101	Schematics and Diagrams		3	0	3
PHY	1101	Applied Science		<u>3</u>	<u>2</u>	<u>4</u>
				14	17	20
<b>Second Quarter</b>						
AUT	1103	Automotive Fuel and Emissions Systems		3	6	5
AUT	1104	Automotive Engine and Electrical and Electronic Systems		3	12	7
PHY	1102	Applied Science		3	2	4
RED	1101	Reading Improvement		<u>2</u>	<u>0</u>	<u>2</u>
				11	20	18
<b>Third Quarter</b>						
AUT	1123	Brakes, Chassis & Suspension Systems		3	12	7
AHR	1101	Automotive Air Conditioning		2	3	3
PSY	1101	Human Relations		3	0	3
ENG	1102	Communication Skills		<u>3</u>	<u>0</u>	<u>3</u>
				11	15	16
<b>Fourth Quarter</b>						
AUT	1124	Automotive Power Train Systems		3	12	7
AUT	1125	Auto Servicing I		3	9	6
BUS	1103	Small Business Operations		<u>3</u>	<u>0</u>	<u>3</u>
				9	21	16
Total				45	73	70



# AUTOMOTIVE MECHANICS

## Arrangement for Evening Programs

			Hours Per Week		Quarter Hours Credit
			Lec.	Lab	
<b>First Quarter</b>					
AUT	1101A	Internal Combustion Engines	2	6	4
MAT	1101	Fundamentals of Mathematics	5	0	5
BPR	1101	Schematics and Diagrams	<u>3</u>	<u>0</u>	<u>3</u>
			10	6	12
<b>Second Quarter</b>					
AUT	1101B	Internal Combustion Engines	1	9	4
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			4	11	8
<b>Third Quarter</b>					
AUT	1103	Automotive Fuel and Emission Systems	3	6	5
RED	1101	Reading Improvement	<u>2</u>	<u>0</u>	<u>2</u>
			5	6	7
<b>Fourth Quarter</b>					
AUT	1104	Automotive Engine and Electrical and Electronic Systems	3	12	7
<b>Fifth Quarter</b>					
AUT	1123	Brakes, Chassis and Suspension	3	12	7
<b>Sixth Quarter</b>					
AHR	1101	Automotive Air Conditioning	2	3	3
PSY	1101	Human Relations	3	0	3
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			11	5	13
<b>Seventh Quarter</b>					
AUT	1124	Automotive Power Train Systems	3	12	7
<b>Eighth Quarter</b>					
AUT	1125	Auto Servicing I	3	9	6
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			6	9	9
Total			45	73	70



## COSMETOLOGY

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatment, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Art, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

## COSMETOLOGY

### V-009

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
COS	1001	Scientific Study I	5	0	5
COS	1011	Mannequin Practice I	0	24	8
PSY	1101	Human Relations	3	0	3
			<u>8</u>	<u>24</u>	<u>16</u>
Corequisites: COS 1001, COS 1011, PSY 1101					
<b>Second Quarter</b>					
COS	1002	Scientific Study II	5	0	5
COS	1022	Clinical Application I	0	24	8
MAT	1120	Basic Mathematics	3	0	3
			<u>8</u>	<u>24</u>	<u>16</u>
Prerequisites: COS 1001, COS 1011, PSY 1101					
Corequisites: COS 1002, COS 1022, MAT 1120					
<b>Third Quarter</b>					
COS	1003	Scientific Study III	5	0	5
COS	1033	Clinical Application II	0	24	8
ENG	1102	Communication Skills	3	0	3
			<u>8</u>	<u>24</u>	<u>16</u>
Prerequisites: COS 1002, COS 1022, MAT 1120					
Corequisites: COS 1003, COS 1033, ENG 1102					
<b>Fourth Quarter</b>					
COS	1004	Scientific Study IV	5	0	5
COS	1044	Clinical Application III	0	24	8
BUS	1103	Small Business Operations	3	0	3
			<u>8</u>	<u>24</u>	<u>16</u>
Prerequisites: COS 1003, COS 1033, ENG 1102					
Corequisites: COS 1004, COS 1044, BUS 1103					
Diploma Exit Point total					
(1276 Contact Hours in Cosmetology)			32	96	64



**Fifth Quarter**

COS	1005	Scientific Study V	5	0	5
COS	1055	Clinical Application IV	<u>0</u>	<u>24</u>	<u>8</u>
			5	24	13

Prerequisites: COS 1004, COS 1044, BUS 1103

Corequisites: COS 1005, COS 1055

Advanced Diploma Exit Point Total

(1595 Contact Hours in Cosmetology)	37	120	77
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**COSMETOLOGY****Arrangement for Evening Program****First Quarter**

		Hours Per Week		Quarter
		Lec.	Lab	Hours Credit
COS	1001A Scientific Study I	3	0	3
COS	1011A Mannequin Practice	<u>0</u>	<u>12</u>	<u>4</u>
		3	12	7

Corequisites: COS 1001A, COS 1011A

**Second Quarter**

PSY	1101	Human Relations	3	0	3
COS	1001B	Scientific Study I	2	0	2
COS	1011B	Mannequin Practice	<u>0</u>	<u>12</u>	<u>4</u>
			5	12	9

Corequisites: PSY 1101, COS 1001B, COS 1011B

**Third Quarter**

COS	1002A Scientific Study II	3	0	3
COS	1022A Clinical Application I	<u>0</u>	<u>12</u>	<u>4</u>
		3	12	7

Corequisites: COS 1002A, COS 1022A

**Fourth Quarter**

MAT	1120	Basic Mathematics	3	0	3
COS	1002B	Scientific Study II	2	0	2
COS	1022B	Clinical Application I	<u>0</u>	<u>12</u>	<u>4</u>
			2	12	6

Corequisites: MAT 1120, COS 1002B, COS 1022B

**Fifth Quarter**

COS	1003A Scientific Study III	3	0	3
COS	1033A Clinical Application II	<u>0</u>	<u>12</u>	<u>4</u>
		3	12	7

Corequisites: COS 1003A, COS 1033A



**Sixth Quarter**

ENG	1102	Communication Skills	3	0	3
COS	1003B	Scientific Study III	2	0	2
COS	1033B	Clinical Application II	<u>0</u>	<u>12</u>	<u>4</u>
			5	12	9

Corequisites: ENG 1102, COS 1003B, COS 1033B

			Hours Per Week		Quarter Hours Credit
<b>Seventh Quarter</b>			Lec.	Lab	
COS	1004A	Scientific Study IV	3	0	3
COS	1044A	Clinical Application III	<u>0</u>	<u>12</u>	<u>4</u>
			3	12	7

Corequisites: COS 1004A, COS 1044A

**Eighth Quarter**

BUS	1103	Small Business Operation	3	0	3
COS	1004B	Scientific Study IV	2	0	2
COS	1044B	Clinical Application III	<u>0</u>	<u>12</u>	<u>4</u>
			5	12	9

Prerequisites: COS 1004A, COS 1044A  
Corequisites: BUS 1103, COS 1004B, COS 1044B

**Ninth Quarter (Optional)**

COS	1005A	Scientific Study V	3	0	3
COS	1055A	Clinical Application IV	<u>0</u>	<u>12</u>	<u>4</u>
			3	12	7

Prerequisites: BUS 1103, COS 1004B, COS 1044B  
Corequisites: COS 1005A, COS 1055A

**Tenth Quarter (Optional)**

COS	1005B	Scientific Study V	2	0	2
COS	1055B	Clinical Application IV	<u>0</u>	<u>12</u>	<u>4</u>
			2	12	6

Prerequisites: COS 1005A, COS 1055A  
Corequisites: COS 1005B, COS 1055B

Credit Hours 74  
Total Contact Hours 1594

NOTE: VA will approve 1500 hours of Cosmetology work only.



After completion of 1200 hours and completion of the required North Carolina performances, a student is eligible for the state board exam. After passing the exam and paying the required fee, the student must work a six month apprenticeship.

After a student has completed 1500 hours in school, the apprenticeship requirement is waived. A student may take the state board exam and receive a registered Cosmetology license upon passing the exam and paying the required fee.

#### **BEGINNERS' DEPARTMENT**

Students shall spend three hundred (300) hours in this department before entering the advanced department and shall not work on members of the public during this 300 hours. The hours earned in this department shall be devoted to Scientific Study and Mannequin Practice (First Quarter). Manicuring practice in this department shall be done on the students enrolled in the school during this first 300 hours.

#### **ADVANCED DEPARTMENT**

The hours earned in the Advanced Department shall be devoted to the second, third, fourth, and fifth quarter studies and live model performance completions. Work in this department may be done on the public. Students with less than 300 hours shall not work in this department.



## DIESEL VEHICLE MAINTENANCE

The Diesel Vehicle Maintenance curriculum provides a program for developing the basic knowledge and skills needed in diesel vehicle maintenance. Manual skills are developed in practical shop work.

The use of diesel engines are found in farm and construction equipment, electrical generators, trucks, buses, trains, automobiles and ships. Many diesel vehicle mechanics specialize in maintenance and repair of equipment, others specialize in rebuilding engines.

Diesel vehicle mechanics are instructed through class assignments, discussion and shop practice to maintain and repair engines, chassis and suspensions, and power trains used to power farm equipment, construction equipment, buses and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel powered equipment.

## DIESEL VEHICLE MAINTENANCE

### V-013

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
DIE	1101	Diesel Engines I	3	9	6
DIE	1104	Diesel Electrical Systems	3	9	6
PHY	1101	Applied Science	3	2	4
MAT	1101	Fundamentals of Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
			14	20	21
<b>Second Quarter</b>					
DIE	1102	Diesel Engines II	3	9	6
DIE	1103	Diesel Fuel Systems	3	9	6
WLD	1129	Basic Welding	<u>2</u>	<u>3</u>	<u>3</u>
			8	21	15
<b>Third Quarter</b>					
DIE	1144	Brakes, Pneumatics, and Hydraulic Systems	3	9	6
DIE	1154	Diesel Tune-up & Trouble Shooting	2	6	4
PSY	1101	Human Relations	3	0	3
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			11	15	16
<b>Fourth Quarter</b>					
DIE	1142	Suspension and Power Trains	3	9	6
DIE	1156	Diesel Servicing	3	6	5
AHR	1102	Air Conditioning (Truck)	2	3	3
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			11	18	17
Total			44	74	69



# DIESEL VEHICLE MAINTENANCE (Certificate Program)

## Evening Program Curriculum By Quarters

			Hours Per Week	Quarter	Total
			Class	Hours	Contact
			Shop	Credit	Hours
<b>FIRST QUARTER</b>					
DIE	1101	Diesel Engines I	3	9	6
<b>SECOND QUARTER</b>					
DIE	1104	Diesel Electrical System	3	9	6
<b>THIRD QUARTER</b>					
DIE	1103	Diesel Fuel Systems	3	9	6
<b>FOURTH QUARTER</b>					
DIE	1154	Diesel Tune-Up & Troubleshooting	2	6	4
<b>FIFTH QUARTER</b>					
DIE	1144	Brakes, Pneumatics & Hydraulic Systems	3	9	6
<b>SIXTH QUARTER</b>					
DIE	1142	Suspension and Power Trains	3	9	6
<b>SEVENTH QUARTER</b>					
AHR	1102	Air Conditioning (Truck)	2	3	3
<b>EIGHTH QUARTER</b>					
DIE	1156	Diesel Servicing	3	6	5

NOTE: A certificate may be issued when a student has completed the first four quarters.



## DIGITAL ELECTRONIC REPAIR

The Digital Electronic Repair curriculum provides the necessary electronics training for the repair of electronic circuits in computers. This program teaches the technical knowledge and mechanical skills necessary to locate a defective circuit board in a computer, and to locate and replace defective components on the circuit board.

The Digital Electronic Repair graduate should be qualified to locate and repair defective electronic circuits in computers.

## DIGITAL ELECTRONIC REPAIR

### V-113

#### Curriculum By Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
MAT	1115	Electrical Mathematics	5	0	5
ELC	1107	D.C. Fundamentals	3	6	5
ELC	1106	Practical Laboratory Techniques	1	6	3
RED	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			15	14	20
<b>Second Quarter</b>					
MAT	1116	Electrical Mathematics	5	0	5
ELC	1108	A.C. Fundamentals	2	6	4
ELN	1155	Solid State Devices	2	6	4
PHY	1102	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			12	14	17
<b>Third Quarter</b>					
ELN	1156	Solid State Circuits	2	6	4
ELN	1165	Introduction to Computer Logic	2	6	4
DFT	1124	Electronic Drawing	2	6	4
ENG	1102	Communication Skills	3	0	3
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			12	18	18
<b>Fourth Quarter</b>					
ELN	1166	Fundamentals of Digital Computers	2	6	4
ELN	1140	Microcomputer Troubleshooting Techniques	2	6	4
ELN	1159	Introduction to Communication Systems	2	6	4
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			9	18	15
Total			47	64	69



DIGITAL ELECTRONIC REPAIR  
(Certificate Program)

Evening Program  
Curriculum By Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
MAT	1115	Electrical Mathematics	5	0	5
ELC	1107	D.C. Fundamentals	<u>3</u>	<u>6</u>	<u>5</u>
			8	6	10
Second Quarter					
ELN	1155	Solid State Devices	2	6	4
ELC	1108	A.C. Fundamentals	<u>2</u>	<u>6</u>	<u>4</u>
			4	12	8
Third Quarter					
ELN	1156	Solid State Circuits	2	6	4
*ELN	1165	Introduction to Computer Logic	<u>2</u>	<u>6</u>	<u>4</u>
			4	12	8
Fourth Quarter					
*ELN	1166	Fundamentals of Digital Computers	2	6	4
*ELN	1140	Microcomputer Troubleshooting Techniques	<u>2</u>	<u>6</u>	<u>4</u>
			4	12	8
Total			20	42	34

\*Course substitution is allowable with departmental approval.



## FOOD SERVICE SPECIALIST

The Food Service Specialist curriculum trains students in the art and science of quality food preparation with particular emphasis on institutional food service. Using a career ladder concept, it is an open-ended curriculum allowing students more flexibility in their training. In addition to development of knowledge and skills in the art and science of food preparation, the student must develop an understanding and appreciation of food and equipment purchasing, financial control, recordkeeping, basic nutrition and menu planning and supervision.

A graduate of this curriculum should be qualified for entry into positions as assistant cook, short order cook, cook, chef's assistant, cook manager, baker, assistant baker and pastry cook. Employment needs for graduates of this program are found in hospitals, nursing homes, child care centers, colleges, and university food services, school food service, industrial cafeterias, private clubs, airline food services, food processing manufacturers, food service contract companies and commercial restaurants.

## FOOD SERVICE SPECIALIST

### V-053

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
ENG	1102	Communication Skills	3	0	3
FSO	1101	Introduction to Food Service	3	0	3
MAT	1120	Basic Math	3	0	3
FSO	1102	Food Preparation I	1	4	3
FSO	1103	Equipment	3	0	3
FSO	1104	Sanitation and Safety	<u>3</u>	<u>0</u>	<u>3</u>
			16	4	18
<b>Second Quarter</b>					
FSO	1105	Accounting-Purchasing Records	3	0	3
NUT	1106	Nutrition and Menu Planning	3	0	3
FSO	1107	Baking	1	6	4
FSO	1112	Food Preparation II	0	4	2
FSO	1130	Quantity Food Production I	<u>2</u>	<u>4</u>	<u>4</u>
			9	14	16
<b>Third Quarter</b>					
FSO	1108	Institutional Food Management and Preparation	2	6	5
FSO	1109	Production Management	3	0	3
FSO	1016	Baking and Cooking (Advanced)	0	12	6
FSO	1122	Food Preparation III	1	4	3
FSO	1131	Quantity Food Production II	<u>2</u>	<u>4</u>	<u>4</u>
			8	26	21



#### Fourth Quarter

FSO	1017	Controlled Work Experience	0	40	4
		Technical Elective	3	0	3
PSY	1101	Human Relations	3	0	3
EDP	220	Fundamentals of LOTUS 1-2-3	<u>3</u>	<u>2</u>	<u>4</u>
			19	42	14
		Total	42	86	69

### FOOD SERVICE SPECIALIST

#### V-053

(Certificate Program)

#### First Quarter

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
FSO	1101	Introduction to Food Service	3	0	3
FSO	1103	Equipment	3	0	3
FSO	1104	Sanitation and Safety	3	0	3
NUT	1106	Nutrition and Menu Planning	3	0	3
FSO	1130	Quantity Food Production I	<u>2</u>	<u>4</u>	<u>4</u>
			14	4	16



## MACHINIST

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinist. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

### MACHINIST V-032

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
MEC	1101	Machine Shop Theory and Practice I	3	12	7
BPR	1104	Blueprint Reading: Mechanical	3	0	3
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			14	14	19
<b>Second Quarter</b>					
MEC	1102	Machine Shop Theory and Practice II	3	12	7
BPR	1105	Blueprint Reading: Mechanical	3	0	3
MAT	1102	Applied Math	3	0	3
MEC	1119	Applied Metallurgy	2	3	3
MEC	1110	Numerical Control Theory and Practice I	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
<b>Third Quarter</b>					
MEC	1103	Machine Shop Theory and Practice III	3	12	7
ENG	1102	Communication Skills	3	0	3
MAT	1104	Trigonometry	3	0	3
PSY	1101	Human Relations	3	0	3
MEC	1111	Numerical Control Theory and Practice II	<u>2</u>	<u>6</u>	<u>4</u>
			14	18	20
<b>Fourth Quarter</b>					
MEC	1104	Machine Shop Theory and Practice IV	3	12	7
MAT	1123	Machinist Mathematics	3	0	3
WLD	1129	Basic Welding	2	3	3
BPR	1106	Blueprint Reading: Mechanical	<u>3</u>	<u>0</u>	<u>3</u>
			11	15	16
Total			51	65	73



# MACHINIST

## Evening Schedule

		Hours Per Week		Quarter
		Lec.	Lab	Hours Credit
<b>First Quarter</b>				
MEC	1101A Machine Shop Theory & Practice I	1.5	6	3.5
MAT	1101 Fundamentals of Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
		6.5	6	8.5
<b>Second Quarter</b>				
MEC	1101B Machine Shop Theory & Practice I	1.5	6	3.5
BPR	1104 Blueprint Reading: Mechanical	<u>3</u>	<u>0</u>	<u>3</u>
		4.5	6	6.5
<b>Third Quarter</b>				
MEC	1102A Machine Shop Theory & Practice II	1.5	6	3.5
ENG	1102 Communication Skills	3	0	3
MAT	1102 Applied Math	<u>3</u>	<u>0</u>	<u>3</u>
		7.5	6	9.5
<b>Fourth Quarter</b>				
MEC	1102B Machine Shop Theory & Practice II	1.5	6	3.5
MAT	1104 Trigonometry	<u>3</u>	<u>0</u>	<u>3</u>
		4.5	6	6.5
<b>Fifth Quarter</b>				
MEC	1110 Numerical Control Theory & Practice I	1	3	2
PHY	1101 Applied Science	3	2	4
MAT	1123 Machinist Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
		7	5	9
<b>Sixth Quarter</b>				
MEC	1111 Numerical Control Theory & Practice II	2	6	4
MEC	1119 Applied Metallurgy	<u>2</u>	<u>3</u>	<u>3</u>
		4	9	7
<b>Seventh Quarter</b>				
MEC	1103A Machine Shop Theory & Practice III	1.5	6	3.5
BPR	1105 Blueprint Reading: Mechanical	<u>3</u>	<u>0</u>	<u>3</u>
		4.5	6	6.5
<b>Eighth Quarter</b>				
MEC	1103B Machine Shop Theory & Practice III	1.5	6	3.5
BPR	1106 Blueprint Reading: Mechanical	<u>3</u>	<u>0</u>	<u>3</u>
		4.5	6	6.5
<b>Ninth Quarter</b>				
MEC	1104A Machine Shop Theory & Practice IV	1.5	6	3.5
PSY	1101 Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		4.5	6	6.5
<b>Tenth Quarter</b>				
MEC	1104B Machine Shop Theory & Practice IV	1.5	6	3.5
WLD	1129 Basic Welding	<u>2</u>	<u>3</u>	<u>3</u>
		3.5	9	6.5
Total		51	65	73



## RETAIL FLORICULTURE

The Retail Floriculture curriculum is designed to prepare individuals to grow plants and flowers that are used for decorative purposes, to sell floral design products and to design floral arrangements for all occasions. Instruction in greenhouse operation and management, plant identification, small business operations, merchandising, floral design, human relations, and communication skills is included.

Employment opportunities are available in greenhouse operations, floristry shops, garden centers, specialized plant shops and department stores.

## RETAIL FLORICULTURE

**V-132**

**(Diploma Program)**

**Curriculum By Quarters**

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
RED	1101	Reading Improvement	2	0	2
FLO	1101	Introduction to the Floral Industry	5	12	9
FLO	1102	Floral Art and History	3	3	4
OSC	102	Keyboarding	<u>1</u>	<u>4</u>	<u>3</u>
			11	19	18
<b>Second Quarter</b>					
ENG	1102	Communication Skills	3	0	3
FLO	1110	Floral Design I	3	15	8
HOR	1110	Flower Growing/Plant Identification	3	6	5
MAT	1120	Basic Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
			12	21	19
<b>Third Quarter</b>					
BUS	1103	Small Business Operations	3	0	3
FLO	1120	Floral Design II	3	15	8
FLO	1121	Retail Florists Management	6	3	7
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			15	18	21
<b>Fourth Quarter</b>					
FLO	1130	Floristry Internship	0	30	3
FLO	1140	Seminar	<u>3</u>	<u>0</u>	<u>3</u>
			3	30	6
Total			42	87	64



## WELDING

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

## WELDING

### V-050

#### Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
MEC	1010	Machine Shop Practice	2	6	4
MAT	1101	Fundamentals of Mathematics	5	0	5
WLD	1220	Oxyacetylene Welding and Cutting	3	9	6
BPR	1104	Blueprint Reading: Mechanical	<u>3</u>	<u>0</u>	<u>3</u>
			13	15	18
<b>Second Quarter</b>					
WLD	1121	Arc Welding	5	15	10
MAT	1102	Applied Mathematics	3	0	3
BPR	1117	Blueprint Reading: Welding	<u>0</u>	<u>3</u>	<u>1</u>
			8	18	14
<b>Third Quarter</b>					
WLD	1124	Pipe Welding	5	15	10
WLD	1112	Mechanical Testing and Inspection	1	3	2
BPR	1118	Pattern Development and Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			12	21	19
<b>Fourth Quarter</b>					
WLD	1123	Inert Gas Welding	5	12	9
WLD	1125	Certification Practices	4	6	6
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			12	18	18
Total			45	72	69



# WELDING

## Arrangement for Evening Program

			Hours Per Week		Quarter Hours Credit
First Quarter			Lec.	Lab	
WLD	1101	Practical Welding I	5	20	11
	WLD 1101A	3-10-6			
	WLD 1101B	2-10-5			
EDU	1026	General Studies I	5	0	5
MAT	1028	Mathematics I	5	0	5
			15	20	21
WLD	1102	Practical Welding II	5	20	11
	WLD 1102A	3-10-6			
	WLD 1102B	2-10-5			
EDU	1027	General Studies II	5	0	5
MAT	1029	Mathematics II	5	0	5
			15	20	21
Total			30	40	42



## **CERTIFICATE PROGRAMS**

Johnston Community College offers certificate programs as the need and demand occurs. These short-term trade programs typically range from three months to six months in length.

The programs are designed to prepare a student for pre-employment situations or provide additional skills for the employee by offering instruction to meet job requirements.

Typical certificate programs include Basic Law Enforcement Training and Practical Electrical Wiring offered on campus and the following programs which are offered at correctional institutions in cooperation with the North Carolina Department of Corrections: Cosmetology, Practical Electrical Wiring, Practical Plumbing, Practical Food Service, and Practical Masonry.

A special certificate program entitled Greenhouse and Grounds Maintenance is offered in conjunction with the Johnston County Mental Health Department. This program is designed to provide therapeutic training for students with emotional/mental handicaps. Students are assigned to the program only through the Johnston County Mental Health Department.

A certificate is awarded to a student who satisfactorily completes a certificate program.

### **BASIC LAW ENFORCEMENT TRAINING**

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriff's Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

Students applying for the Basic Law Enforcement Training program must meet the following criteria: be a citizen of the U.S.; be at least 20 years of age; be of good moral character as evidenced by a thorough background investigation; be certified by a licensed physician to meet physical requirements necessary to fulfill an officer's particular responsibilities; not have been convicted by local, state or federal court of a felony; not convicted of certain misdemeanors within the last five years; and, be a high school graduate or the equivalent.

Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities



acquired in this course of study qualify one for job opportunities with private enterprises in such areas as industrial, retail, and private security.

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
CJC	101	Legal Standards	8	0	8
CJC	102	General Standards	2	9	5
CJC	103	Emergency Standards	1	15	6
CJC	104	Civil Standards	<u>6</u>	<u>3</u>	<u>7</u>
			17	27	26

PRACTICAL ELECTRICAL WIRING

This curriculum provides individuals with the necessary skills for entry level employment in the electrical field. This curriculum is designed to allow for maximum "hands-on" experience in the allotted time. The instructional program is directed toward the practical elements of wiring and related information including the use of tools and equipment, blueprint reading, and applied mathematics.

In addition, classroom instruction is provided in developmental subjects. This provides the student the opportunity to improve reading ability, spelling, basic communication skills, basic mathematics, personal habits, and human relation skills.

PRACTICAL ELECTRICAL WIRING

V-154

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ELC	1001	Practical Electrical Wiring I	5	20	11
EDU	1026	General Studies I	5	0	5
MAT	1028	Mathematics I	<u>5</u>	<u>0</u>	<u>5</u>
			15	20	21
Second Quarter					
ELC	1002	Practical Electrical Wiring II	5	20	11
EDU	1027	General Studies II	5	0	5
MAT	1029	Mathematics II	<u>5</u>	<u>0</u>	<u>5</u>
			15	20	21
Total			30	40	42



## N.C. TRUCK DRIVER TRAINING SCHOOL

The North Carolina Truck Driver Training School provides a training program that teaches the driving of tractor-trailers and trucks.

The purpose of this program is to prepare the prospective driver to drive correctly and to understand safety, driver responsibility, the laws and regulations governing the motor carrier industry, and the basic principles and practices involved in the professional operation of commercial vehicles.

The program includes driving of tractor-trailers and trucks on the highways under various weather and road conditions. Also included are laws and regulations, vehicle maintenance, safety procedures, daily records and logs, defensive driving, freight handling, security, fire protection and special equipment.

Graduates of the program may find employment with commercial trucking firms or as private contract haulers.

NOTE: N.C. Truck Driver Training Program is an eight week certificate program encompassing 400 hours of instruction.

At selected sites the N.C. Truck Driver Training School operates half-time programs for 16 weeks. Total instructional hours equal 400 hours. This is done to accommodate servicemen stationed at Fort Bragg, N.C. and also to accommodate individuals who work shift but who desire the training in search of career advancement.

### N.C. Truck Driver Training Program V-083

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>First Quarter</b>					
TRP	1101	Truck Driver Training	12	24.4	20

### ELECTIVES

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
<b>Food Service Electives:</b>					
FSO	1019	International Foods	1	4	3
FSO	1020	Microwave Cooking	1	4	3
FSO	1021	Buffet, Banquet, and Dining Room Service	2	2	3
FSO	1022	Catering	1	4	3



## VOCATIONAL COURSE DESCRIPTIONS

	Hours Per Week Lec.      Lab	Quarter Hours Credit
<b>AHR 1101 Automotive Air Conditioning</b>		<b>(2-3-3)</b>
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operations, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.		
<b>AHR 1102 Air Conditioning (Truck)</b>		<b>(2-3-3)</b>
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.		
<b>AHR 1109 Job Planning and Estimating</b>		<b>(3-0-3)</b>
Estimating loads and capacity of refrigeration and cooling units through the use of manuals, tables and charts. Students will be expected to acquire sufficient knowledge to determine and recommend the adequate sizing of refrigeration and cooling units for specific uses either in homes or industry.		
<b>AHR 1115 Fundamentals of Heating</b>		<b>(2-6-4)</b>
An introduction to the fundamentals of heating and heat transfer related to various types of heating systems. The use and care of tools, using instruments to measure combustion efficiencies, and installing equipment and ductwork to make up a heating system are covered. Also introduced are comfort surveys, heat loss and gain, equipment selection and maintenance, solar heating and heat distribution system.		
<b>AHR 1121 Principles of Refrigeration</b>		<b>(3-12-7)</b>
An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.		
<b>AHR 1123 Principles of Air Conditioning</b>		<b>(3-9-6)</b>
Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.		
<b>AHR 1125 Balancing and Calibration of Systems and Controls</b>		<b>(3-3-4)</b>
Calibration and balancing of controls, dampers and modulating valves. Regulating flow of water and air by use of gauges and testing instruments, checking pressures and temperatures. Setting up of timers and clocks used in heating and air conditioning. Prerequisite: ELC 1102, AHR 1121.		
<b>AHR 1126 All Year Comfort Systems</b>		<b>(3-6-5)</b>
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil-fired systems, gas-fired systems, water-circulating systems and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic wiring and controls are included in the study. Prerequisite: ELC 1102, AHR 1115, AHR 1121.		



	Hours Per Week Lec. Lab	Quarter Hours Credit
<b>AHR 1128 Automatic Controls I</b>		<b>(3-6-5)</b>
This course is designed to prepare the student for the study of heating and cooling controls. The fundamentals of controls, pneumatic controls and controls for air conditioning are covered in theory so that they may be applied in the laboratory section. Practical applications will be given in zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls and radiant panels controls. Prerequisite: ELC 1102.		
<b>AHR 1130 Automatic Controls II</b>		<b>(2-3-3)</b>
Types of automatic controls and their functions in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls and radiant panel controls. Prerequisite: AHR 1128.		
<b>AHR 1144 Troubleshooting</b>		<b>(3-6-5)</b>
Troubleshooting procedures and servicing techniques emphasize complete air conditioning and refrigeration systems; including refrigeration cycles, controls, electric systems and air flow systems. Practical exercises develop experiences through the evaluation of trouble symptoms, diagnosing for corrective service or repair, and performing preventive and corrective maintenance. Laboratory exercises involve locating and correcting representative system and sub-system malfunctions through systematic and thorough troubleshooting procedures. Prerequisite: AHR 1115, AHR 1121, AHR 1128.		
<b>AUT 1101 Internal Combustion Engines</b>		<b>(3-15-18)</b>
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components on internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.		
<b>AUT 1101A Internal Combustion Engines</b>		<b>(2-6-4)</b>
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work.		
<b>AUT 1101B Internal Combustion Engines</b>		<b>(1-9-4)</b>
Continuation of emphasis begun in AUT 1101A. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams, and camshafts, cooling systems, proper lubrication, and methods of testing, diagnosing, and repairing. Prerequisite: AUT 1101A.		
<b>AUT 1103 Automotive Fuel and Emission Systems</b>		<b>(3-6-5)</b>
Emphasis is placed on carburetion, fuel pumps, lines and fuel injection. This course will enable the student to diagnose and repair any of the fuel system problems encountered on cars today. A study of the purpose, operation, troubleshooting and service of automotive emission controls is included.		
<b>AUT 1104 Automotive Engine and Electrical and Electronics Systems</b>		<b>(3-12-7)</b>
This is a study of the ignition, charging, cranking, and computer control systems that are used on engines. Included in this course is the usage of scopes, exhaust analyzers, dynamometers, and other test equipment.		
<b>AUT 1123 Brakes, Chassis and Suspension Systems</b>		<b>(3-12-7)</b>
A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment and repair. Also, the servicing of parking brakes is emphasized. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension systems.		



**AUT 1123A Brakes, Chassis and Suspension Systems (2-6-4)**

A complete study of various braking systems employed on automobiles and light trucks. Emphasis is placed on how they operate, proper adjustment and overhaul. Also, the study of front and rear suspension systems is included.

**AUT 1123B Brakes, Chassis and Suspension Systems (1-6-3)**

A continuation of AUT 1123A. This includes wheel alignment, both front and rear; wheel balancing, both on and off the car; and an in-depth study of steering systems.

**AUT 1124 Automotive Power Train Systems (3-12-7)**

Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing and repair.

**AUT 1124A Automotive Power Train Systems (2-6-4)**

Principles and functions of automotive power train systems; includes clutches, manual transmissions, torque converters, and automatic transmissions. Emphasis is placed upon maintenance and service.

**AUT 1124B Automotive Power Train Systems (1-6-3)**

Continues with the study of the power train. Automatic transmissions, drive shaft assemblies, rear axles, and differentials will be emphasized.

**AUT 1125 Auto Servicing I (3-9-6)**

Emphasis is on the shop procedures necessary in "trouble-shooting" the various component systems of the automobile. "Trouble-shooting" of automotive systems, provides a full range of experiences in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation will be maintained.

Prerequisites: PME 1103-1104, AUT 1123, AHR 1101.

**AUT 1125A Auto Servicing I (1-6-3)**

Simulates an actual automotive shop situation. Students are required to "trouble shoot" automotive systems, correct the problem and report their findings on appropriate forms.

**AUT 1125B Auto Servicing I (2-3-3)**

Continues with AUT 1125A. An actual shop situation is simulated. Students are given opportunities to put to practical use skills that they learned in previous courses.

**BPR 1101 Schematics and Diagrams (3-0-3)**

Interpretation and readings of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

Prerequisite: None.

**BPR 1104 Blueprint Reading: Mechanical (3-0-3)**

Interpretation and reading of blueprints, information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

Prerequisites: None

**BPR 1105 Blueprint Reading: Mechanical (3-0-3)**

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations, introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.

Prerequisite: BPR 1104.



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>BPR 1106 Blueprint Reading: Mechanical</b>			<b>(3-0-3)</b>
Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction and assembly. Prerequisite: BPR 1105.			
<b>BPR 1117 Blueprint Reading: Welding</b>			<b>(0-3-1)</b>
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications are emphasized.			
<b>BPR 1118 Pattern Development and Sketching</b>			<b>(0-3-1)</b>
Continued study of welding symbols, methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.			
<b>BUS 1103 Small Business Operations</b>			<b>(3-0-3)</b>
An introduction to the business world, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.			
<b>CJC 101 Legal Standards</b>			<b>(8-0-8)</b>
A study of the criminal justice system as explained by developments made through judicial review affecting laws of arrest, search and seizure. Definition of crimes and elements of proof are studied to include juvenile, drugs, alcoholic beverage and motor vehicle laws.			
<b>CJC 102 General Standards</b>			<b>(2-9-5)</b>
This course is designed to present proper procedures in making arrests, searches, and seizures. Areas to be studied include crime prevention, traffic control, vehicle patrol in response to emergency and non-emergency situations, report writing, radio communications and custodial processing involved in conducting criminal and traffic investigations.			
<b>CJC 103 Emergency Standards</b>			<b>(1-12-5)</b>
This course is designed to concentrate on sudden emergencies whereby an officer's response must be fast. Areas of study will be health and first aid, proper applications of firearms, defensive tactics, pursuit driving, extinguishing fires, and the detection of firearms, defensive tactics, pursuit driving, extinguishing fires, and the detection of hazardous material. Physical fitness requirements will be met.			
<b>CJC 104 Civil Standards</b>			<b>(5-3-6)</b>
This course is designed to resolve conflicts of citizen/officer contact in emergency and non-emergency situations by improving communication in and outside the courtroom. Crisis situations of study will include family and juvenile disturbances, persons with mental disorders, and disorderly crowds. Proper preparedness and conduct in court, the handling of prisoners, and other duties associated with the civil process and the courts will be included.			
<b>COS 1001 Scientific Study I</b>			<b>(5-0-5)</b>
This is a course for beginners in Cosmetology. It includes a study of hygiene and good grooming, visual poise, personality development, professional ethics, bacteriology, sterilization and sanitation, draping, shampooing and rinsing, and scalp and hair care. Corequisites: COS 1011, PSY 1101.			
<b>COS 1001A Scientific Study I</b>			<b>(3-0-3)</b>
This course is designed for the beginning study in Cosmetology. It includes a study of hygiene and good grooming, visual poise, personality development, professional ethics, bacteriology, and sterilization and sanitation.			



	Hours Per Week Lec. Lab	Quarter Hours Credit
<b>COS 1001B Scientific Study I</b>		<b>(2-0-2)</b>
A continued study of COS 1001A and includes the study of draping, shampooing and rinsing, and scalp and hair care.		
Prerequisite: COS 1001A.		
<b>COS 1002 Scientific Study II</b>		<b>(5-0-5)</b>
A classroom study of hair shaping, finger waving, hairstyling, the care and styling of wigs, and permanent waving.		
Prerequisites: COS 1101, COS 1011, PSY 1101.		
Corequisites: COS 1022, MAT 1120.		
<b>COS 1002A Scientific Study II</b>		<b>(3-0-3)</b>
A study of hair cutting techniques, finger waving, and hairstyling.		
<b>COS 1002B Scientific Study II</b>		<b>(2-0-2)</b>
A study of the care and styling of wigs and permanent waving.		
Prerequisite: COS 1002A.		
<b>COS 1003 Scientific Study III</b>		<b>(5-0-5)</b>
A classroom study of hair coloring, chemical hair relaxing, thermal hair straightening, thermal waving, curling, and blow dry styling, manicuring, the nail and disorders of the nail, and the theory of massage.		
Prerequisites: COS 1002, COS 1022, MAT 1120.		
Corequisites: COS 1033, ENG 1102.		
<b>COS 1003A Scientific Study III</b>		<b>(3-0-3)</b>
The study of hair coloring and chemical hair relaxing, thermal hair straightening, and thermal curling.		
<b>COS 1003B Scientific Study III</b>		<b>(2-0-2)</b>
The study of manicuring, the nail and disorders of the nail and the theory of massage.		
Prerequisite: COS 1003A.		
<b>COS 1004 Scientific Study IV</b>		<b>(5-0-5)</b>
A classroom study of facials and facial make-up, false eyelashes, superfluous hair removal, cells, the study of skin and skin disorders, the hair and disorders of the hair, electricity, light therapy, and chemistry.		
Prerequisites: COS 1003, COS 1022, ENG 1102.		
Corequisites: COS 1044, BUS 1103.		
<b>COS 1004A Scientific Study IV</b>		<b>(3-0-3)</b>
The study of facials and facial make-up, false eyelashes, and superfluous hair removal and cells.		
<b>COS 1004B Scientific Study IV</b>		<b>(2-0-2)</b>
The study of the skin and disorders of the skin, the hair and disorders of the hair, electricity and light therapy and chemistry.		
<b>COS 1005 Scientific Study V</b>		<b>(5-0-5)</b>
A classroom study of beauty salon management, shop operations, business ethics, salesmanship, record keeping, receptionist training, and beauty, charm and poise.		
Prerequisites: COS 1004, COS 1044, BUS 1103.		
Corequisite: COS 1055.		



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>COS 1005A Scientific Study V</b>			<b>(3-0-3)</b>
A classroom study of beauty salon management, shop operations, business ethics, and salesmanship.			
<b>COS 1005B Scientific Study V</b>			<b>(2-0-2)</b>
A continuation of COS 1005A including record keeping, receptionist training, and beauty, charm and poise.			
Prerequisite: COS 1005A.			
<b>COS 1011 Mannequin Practice I</b>			<b>(0-24-8)</b>
A study of Finger Waving, Pin Curling, Rollers, Marcelling, Hair Relaxing, Shampooing and Rinses, Scalp Treatment, Hair Cutting, Permanent Waving, Hairdressing and Combing, Hair Tinting, Bleaching, Frosting, Streaking, Wig Care and Styling.			
Corequisites: COS 1001, PSY 1101.			
<b>COS 1011A Mannequin Practice I</b>			<b>(0-12-4)</b>
A study of lab practice of finger waving, pin curling, roller placement, marcelling, hair relaxing, shampooing and rinse.			
<b>COS 1011B Mannequin Practice I</b>			<b>(0-12-4)</b>
A continued study of COS 1011A which includes scalp and hair treatments, hair cutting, permanent waving, pedicuring, manicuring, hair color and facials, brow tinting and wig care.			
Prerequisite: COS 1011A.			
<b>COS 1022 Clinical Application I</b>			<b>(0-24-8)</b>
A study of live model performance. This course is designed to develop skills and understanding of techniques and application in the areas of Bacteriology, Pin Curling, Finger Waving, Rollers, Permanent Waving, Marcelling, Chemical Relaxing, Hairdressing and Wigs, Manicuring and Pedicuring, Skin and Scalp Disorders, Hair Coloring, and Hair Cutting.			
Prerequisites: COS 1011, COS 1001, PSY 1101.			
Corequisites: COS 1002, MAT 1120.			
<b>COS 1022A Clinical Application I</b>			<b>(0-12-4)</b>
A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving.			
<b>COS 1022B Clinical Application I</b>			<b>(0-12-4)</b>
Continued study of COS 1022A including marcelling, chemical relaxing, hairdressing, and wigs, manicuring and pedicuring, skin and scalp disorders, hair color and hair cutting.			
Prerequisite: COS 1022A.			
<b>COS 1033 Clinical Application II</b>			<b>(0-24-8)</b>
This course gives continued laboratory practice and application of techniques in Hair Shaping, Professional Ethics, Manicuring, Chemistry, Cosmetics-Facials, Hair Styling, Hair Coloring (rinses, etc.) and Scalp Treatments.			
Prerequisites: COS 1022, COS 1002, MAT 1120.			
Corequisites: COS 1003, ENG 1102.			
<b>COS 1003A Clinical Application II</b>			<b>(0-12-4)</b>
This course gives continued lab practice and application of techniques in hair design and styling.			
<b>COS 1033B Clinical Application II</b>			<b>(0-12-4)</b>
A continuation of COS 1003A. A further study of professional ethics, manicuring, chemistry, cosmetic facials, hair styling, and hair and scalp treatments.			
Prerequisite: COS 1033A.			



	Hours Per Week Lec. Lab	Quarter Hours Credit
<b>COS 1044 Clinical Application III</b>		<b>(0-24-8)</b>
A continued study of laboratory practices in Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Cold Waving and Hair Shaping.		
Prerequisites: COS 1033, COS 1003, ENG 1102.		
Corequisites: COS 1004, BUS 1103.		
<b>COS 1044A Clinical Application III</b>		<b>(0-12-4)</b>
A study of lab practices in chemistry, first aid, sanitation, sterilization, lash and brow tinting, artistry in hair styling and hair cutting.		
<b>COS 1044B Clinical Application III</b>		<b>(0-12-4)</b>
Extended practice in shop experience.		
Prerequisite: COS 1044A.		
<b>COS 1055 Clinical Application IV</b>		<b>(0-24-8)</b>
A continued study of laboratory practices in speed and efficiency in all subjects is emphasized. In addition, the students are taught advanced styling and the latest techniques of blow drying and iron curling. Safety and care of equipment is studied.		
Prerequisites: COS 1044, COS 1004, BUS 1103.		
Corequisite: COS 1005.		
<b>COS 1055A Clinical Application IV</b>		<b>(0-12-4)</b>
A study of laboratory practices in speed and efficiency in all cosmetic subjects.		
<b>COS 1055B Clinical Application IV</b>		<b>(0-12-4)</b>
The students are taught advanced styling and the latest techniques of blow drying and iron curling. Safety and care of equipment is studied.		
Prerequisite: COS 1055A.		
<b>DIE 1103 Diesel Fuel Systems</b>		<b>(3-9-6)</b>
A course designed to familiarize the student with the constructional features and operating principles of diesel fuel injection system components. Shop activities include disassembly of fuel transfer pumps, injectors, and injection pumps, and the use of test equipment to troubleshoot, adjust and evaluate performance.		
Prerequisite: None.		
<b>DIE 1104 Diesel Electrical Systems</b>		<b>(3-9-6)</b>
A study of electrical systems on trucks and farm equipment. Shop activities include troubleshooting and repair of starters, generators, alternators, batteries, and regulators. Emphasis will be on using shop test equipment.		
<b>DIE 1142 Suspension and Power Trains</b>		<b>(3-9-6)</b>
The objective of the course is to familiarize the student with construction and operation of truck and farm tractor power train and suspension components. The relation each component plays in the operation of diesel trucks and farm tractors is explored with emphasis being on the relation that the adjustment of each component has on all other components in the complete suspension system and power train. The course is designed to provide students with a thorough understanding of the theory and use of test equipment used for troubleshooting and adjustment.		
<b>DIE 1144 Brakes, Pneumatics, and Hydraulic Systems</b>		<b>(3-9-6)</b>
A course designed to give a thorough understanding of hydraulic system fundamentals with a working knowledge of component identification, servicing, and troubleshooting. Construction and operating principles and overhaul of hydraulic and air-brake systems of medium and heavy duty trucks is emphasized.		



	Hours Per Week Lec.	Hours Per Week Lab	Quarter Hours Credit
<b>DIE 1154 Diesel Tune Up and Troubleshooting</b>			<b>(2-6-4)</b>
The student will be able to make adjustments of lines, or servicing of all engine components after a period of road service and to analyze and take corrective action required to eliminate problems in engine operation.			
Prerequisite: DSE 1102 and DSE 1103.			
<b>DIE 1156 Diesel Servicing</b>			<b>(3-6-5)</b>
A course intended for those who desire to become proficient in the field of diesel diagnosis and repair. Vehicles first given a complete checkout to determine the trouble, and the trouble corrected on the basis of the diagnostic report. Training provided on all major mechanical and electrical units. Preventive maintenance and servicing techniques taught as recommended by manufacturers.			
Prerequisite: DSE 1154.			
<b>DIE 1101 Diesel Engines I</b>			<b>(3-9-6)</b>
A study of diesel engine fundamentals with emphasis on the construction and operation of components. Development of a knowledge and ability in using the test equipment, measuring devices and special tools needed in diesel repair work. Shop activities in tear down, reassembling and running of diesel engines.			
<b>DIE 1102 Diesel Engines II</b>			<b>(3-9-6)</b>
A continued study of diesel engine overhaul procedures to include inspection of blocks, crankshaft, pistons, and rods and servicing of cylinder heads and valves.			
<b>DFT 1101 Schematics and Diagrams</b>			<b>(3-0-3)</b>
Interpretation and readings of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.			
Prerequisite: None.			
<b>DFT 1124 Electronic Drawing</b>			<b>(2-6-4)</b>
A study of drawing instruments, layout, construction, lettering, dimensioning, and reading electronic prints. Electronic symbols, schematics, and printed circuit board layout is emphasized.			
<b>EDU 1026 General Studies I</b>			<b>(5-0-5)</b>
General Studies I is a developmental course designed to provide a program of highly individualized instruction in reading and writing including vocabulary and spelling, along with lessons in personal hygiene. Individuals goals are established for each student and he is encouraged to move through the course at a level and rate consistent to his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.			
<b>EDU 1027 General Studies II</b>			<b>(5-0-5)</b>
General Studies II is a continuation of developmental topics in writing simple sentences and paragraphs and presenting human relation situations. Individual goals are established for each student and he should progress at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of the student.			
<b>ELC 1001 Practical Electrical Wiring I</b>			<b>(5-20-11)</b>
This course includes the study and use of tools which are commonly used in the electrical field. Emphasis is placed on mounting, installing and wiring electrical fixtures common to residential wiring and to a degree commercial installation. Selection of wire sizes and circuit layout is introduced.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>ELC 1002 Practical Electrical Wiring II</b>			<b>(5-20-11)</b>
This course is a continuation of Practical Electrical Wiring I with additional emphasis placed on learning experiences in circuit planning and layout through use of actual building mock-ups. Sequencing switches and simple control devices which are common to residential installations are integral parts of the course. Prerequisite: ELC 1001.			
<b>ELC 1101 Basic Electricity</b>			<b>(3-3-4)</b>
The use and care of test instruments and equipment used in servicing electrical apparatus of air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of the various electrical devices used in air conditioning, heating and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.			
<b>ELC 1102 Applied Electricity</b>			<b>(3-3-4)</b>
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of the various electrical devices used in air conditioning, heating and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring. Prerequisite: PHY 1101.			
<b>ELC 1106 Practical Laboratory Techniques</b>			<b>(1-6-3)</b>
Practical laboratory skills will be taught with emphasis on hand tools, power tools, and fastening techniques. Measurement instruments will be studied including the use of ohmmeter, voltmeter, ammeter, and oscilloscope. Safety procedures will be stressed throughout.			
<b>ELC 1107 D.C. Fundamentals</b>			<b>(3-6-5)</b>
A study of electrical quantities, simple circuits, electromotive force, current, OHM's law, basic electrical instruments and measurements, resistance, capacitance, inductance. Laboratory work will complement the case studies through the use of experiments verifying direct current concepts. Measurement techniques and safety practices will be stressed throughout.			
<b>ELC 1108 A.C. Fundamentals</b>			<b>(2-6-4)</b>
A study of electrical quantities and circuit analysis procedures as applied to alternating current. Laboratory work will include additional measurement techniques with emphasis on verification of practical circuits. Prerequisites: ELC 1107 and MAT 1115.			
<b>ELC 1114 Electrical Safety</b>			<b>(3-0-3)</b>
Emphasis in this course is on the use of electrical test equipment to insure job safety and to prevent shock. Appropriate first-aid techniques used for treating shock victims are also included.			
<b>ELN 1131 Industrial Applications of Electronics</b>			<b>(10-15-15)</b>
A study of applications of both thermionic and semiconductor devices. Included are the thyatron, silicon controlled rectifier, zener diode, unijunction transistor, and various other control devices. Industrial control applications will be stressed. Prerequisite: ELN 1126, ELN 1125.			
<b>ELN 1139 Industrial Electronics</b>			<b>(4-6-6)</b>
A study of the fundamental principles dealing with semiconductor device characteristics and circuit operations. Experience is provided in basic troubleshooting techniques. Industrial measurements and control circuits are stressed. Instruments are introduced as needed for testing and measurements. Prerequisites: ELC 1112 and MAT 1115.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>ELN 1140 Microcomputer Troubleshooting Techniques</b>			<b>(2-6-4)</b>
This course deals with the basic techniques required for troubleshooting and repairing microcomputers. Flow diagrams and other diagnostic software are utilized in presenting hands-on troubleshooting experiences.			
Prerequisite: ELN 1108.			
<b>ELN 1155 Solid State Devices</b>			<b>(2-6-4)</b>
Presents electronic concepts dealing with solid state devices, their characteristics and operation. Solid state devices are introduced as devices that perform electronic tasks. Experience is provided in basic troubleshooting techniques using instruments introduced as needed for testing and measurement.			
Corequisite: ELC 1108.			
<b>ELN 1156 Solid State Circuits</b>			<b>(2-6-4)</b>
A study beginning with active control devices and proceeding to circuits. The use of device characteristics will be used to predict circuit performance. Instruments are used in the laboratory to collect data, verify predictions, and troubleshoot.			
Prerequisite: ELN 1155.			
<b>ELN 1159 Introduction to Communication Systems</b>			<b>(2-6-4)</b>
An introduction into the fundamentals of repair and servicing of the various kinds of communication receivers. Included are amplitude modulated, frequency modulated, and television receivers, calibration techniques, and use of special test equipment.			
Prerequisite: ELN 1156.			
<b>ELN 1165 Introduction to Computer Logic</b>			<b>(2-6-4)</b>
Emphasizes the study of basic numbering systems and computer logic including logic fundamentals, gates, logic symbols and diagrams, truth tables, other logic functions, and microcomputer terminology.			
Prerequisite: ELN 1155.			
<b>ELN 1166 Fundamentals of Digital Computers</b>			<b>(2-6-4)</b>
This course consists of a study of computer organization using the block diagram, central processing unit architecture, and basic memories. Emphasis is also placed on an introduction to machine language and programming. A study of various input-output devices is also included. Troubleshooting techniques applicable to microcomputers are studied.			
Prerequisites: ELN 1165, ELN 1156.			
<b>ENG 1101 Reading Improvement</b>			<b>(2-0-2)</b>
Integrated communications program designed to strengthen reading comprehension, vocabulary, listening skills, and writing skills. Reading laboratory, listening equipment and materials, and individual instruction are utilized.			
<b>ENG 1102 Communication Skills</b>			<b>(3-0-3)</b>
Designed to promote effective communication through correct language usage in speaking and writing.			
<b>FLO 1101 Introduction to the Floral Industry</b>			<b>(5-12-9)</b>
A comprehensive overview of the Floral profession is presented. Basic skills in art are presented through the discovery of disciplines. The mechanics of flower arranging, identifying tools, their use, equipment, flowers and the principles and elements of their use is covered. The methods and construction of dried arrangements, silk flowers, and other materials are used. The geometric pattern of designs are constructed, and a cost analysis is made on each product. This course is designed for the persons who wish to become florist professionals.			
<b>FLO 1102 Floral Art and History</b>			<b>(3-3-4)</b>
This course is a study of the history of Floral Art from the Egyptian period to modern concepts of today. Coordination and integration of arrangements with identification and care is studied with interior design and display. Color theory is practiced through the combination of home interiors and design elements. The student will build a model of a home with colors, wood, and other materials and place floral products in these rooms.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>FLO 1110 Floral Design I</b>			<b>(3-15-8)</b>
A study of geometric design with the development of commercial rate of speed. Holiday arrangements and decorations are designed for use in home and commercial decorations. Design techniques are taught in offerings for funeral flowers in the service, home and church. The seasonable holidays with advanced techniques are considered including New Year, Valentine Day, and Easter.			
<b>FLO 1120 Floral Design II</b>			<b>(3-15-8)</b>
A continued study of funeral designs and their use in today's culture. The development of interviewing, selling and creating wedding corsages, bouquets and church decoration is studied. Ideas and methods are taken from real life situations and these skills are developed. An overall review is made in design and the student will advance to creative design work. Other holiday designs will be made into saleable products.			
<b>FLO 1121 Retail Florist Management</b>			<b>(6-3-7)</b>
This course is designed to build basic skills, concepts and vocabulary related to the floral industry. Basic concepts in economics, finance, purchasing, management, marketing, and decision making are covered. The course should provide a good basic overview of how the small florist can assist management and/or go into business for him/herself.			
<b>FLO 1130 Floristry Internship</b>			<b>(0-30-3)</b>
The objective of the internship is to help the student acquire greater confidence and experience in the working atmosphere of a florist. In the actual setting of the florist, the student will be able to perform all phases of related work such as using the telephone, selling, merchandising, designing, displaying, and delivering. The internship will be based primarily upon a series of planned activities developed by the instructor and the cooperating florist.			
<b>FLO 1140 Seminar</b>			<b>(3-0-3)</b>
The seminar will allow for dissemination of information at three critical times—at the beginning of the quarter, approximately half-way through, and a wrap-up session at the end of the quarter. This will provide the opportunity for faculty and student evaluation of the internship and at the same time provide the opportunity for faculty and student evaluation of the internship and provide direction for the program.			
<b>FSO 1016 Baking and Cooking (Advanced)</b>			<b>(0-12-6)</b>
The development of artistic skills related to cooking and baking. Prerequisite: FSO 1107.			
<b>FSO 1017 Controlled Work Experience</b>			<b>(0-40-4)</b>
Provides a practical introduction to the broad field of food service. Students will be evaluated by the instructor as to their performance and abilities with the cooperation of the dietitian, manager, and/or the owner of the food service establishment in their area of specialty.			
<b>FSO 1019 International Foods</b>			<b>(1-4-3)</b>
This course is designed to introduce the students to the basics of international food preparation and presentation. The class will study, prepare and serve several international menus. Prerequisite: None.			
<b>FSO 1020 Microwave Cooking</b>			<b>(1-4-3)</b>
This course includes instruction in how to cook meats, vegetables, beverages, desserts, party foods, casseroles, etc. Recipes will be provided. Prerequisite: None.			
<b>FSO 1021 Buffet, Banquet, and Dining Room Service</b>			<b>(2-2-3)</b>
Emphasis in this course will be techniques used in planning, preparing, and merchandising buffets and banquets. The various forms of dining room service will be taught and practiced. Prerequisite: None.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>FSO 1022 Catering</b>			<b>(1-4-3)</b>
This course combines food production, food service management skills, and food merchandising using catering situations including receptions, full meals, and specialized requests. Emphasis will be on planning, precosting labor cost, and serving as well as production.			
Prerequisite: None.			
<b>FSO 1101 Introduction to Food Service</b>			<b>(3-0-3)</b>
Introduction to and history of food service and the outlook for the food service industry. Broad objectives and specific goals of training with an investigation of job opportunities and personal qualifications.			
<b>FSO 1102 Food Preparation I</b>			<b>(1-4-3)</b>
A study of the scientific principles of food preparation and cooking procedures; included will be preparation of salads, stocks, soups, sauces, gravies and beverages.			
<b>FSO 1103 Equipment For Foodservice</b>			<b>(3-0-3)</b>
Designed to teach methods of simplifying work through the effective use and care of large and small equipment with emphasis on time and motion economy.			
<b>FSO 1104 Sanitation and Safety</b>			<b>(3-0-3)</b>
A study of sanitation standards and safety precautions as related to food storage, preparation and service.			
<b>FSO 1105 Accounting-Purchasing Records</b>			<b>(3-0-3)</b>
Basic mathematical skills studied in relation to food purchasing, preparation, accounting and records.			
<b>FSO 1107 Baking</b>			<b>(1-6-4)</b>
An introduction to the principles of and development of skills in baking.			
<b>FSO 1108 Institutional Food Management and Preparation</b>			<b>(2-6-4)</b>
A study of the scientific principles of food preparation and cooking procedures. Emphasis will be given to buffet and banquet preparation and off-site catering techniques.			
<b>FSO 1109 Production Management</b>			<b>(3-0-3)</b>
Use of standardized recipes and portion control, work sheets, score sheets for judging food products, plan of work to improve work methods and further emphasis on motion economy.			
Prerequisite: FSO 1105.			
<b>FSO 1112 Food Preparation II</b>			<b>(0-4-2)</b>
Emphasis placed on meat analysis and cutting of meat, poultry, fish, and shellfish cookery.			
Prerequisite: FSO 1102.			
<b>FSO 1122 Food Preparation III</b>			<b>(1-4-3)</b>
Basic scientific principles of food preparation with emphasis on methods of preparation and characteristics of standard products. This course includes vegetable and fruit cookery and protein cookery.			
Prerequisite: FSO 1102, FSO 1112.			
<b>FSO 1130 Quantity Food Production I</b>			<b>(2-4-4)</b>
This course is designed to introduce the student to quantity food production in food service facilities. The student will learn of the various food production areas through practical work experience given to him.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>FSO 1131 Quantity Food Production II</b>			<b>(2-4-4)</b>
The integration and coordination of course work and laboratory experiences, designed to provide the application of fundamental principles in planning and management of quantity production and service. This course includes quantity preparation; organizing of work; food costs; portion control with continuing emphasis on production and service of quality food products; ordering, receiving and storage procedures; production scheduling; labor costs; and work scheduling.			
<b>HHA 1101 Home Health</b>			<b>(7-8-15-16)</b>
The Home Health course emphasizes basic health care procedures for all age groups in the home setting. Human growth and development, communication, nutrition, safety and home management concepts are integrated. There are no prerequisites or corequisites.			
<b>HOR 1110 Flower Growing/Plant Identification</b>			<b>(3-6-5)</b>
Flower Growing/Plant Identification, an introductory course in floriculture, provides a comprehensive examination of each of the various types of plants cultured and sold by the retail florist. Consideration is given through lecture and laboratory practice, identification, requirements, proper care, typical problems and appropriate treatment. Techniques and skills relevant to use of tools, products, soil, containers, pruning, potting, transplanting are considered and practiced.			
<b>MAT 1101 Fundamentals of Mathematics</b>			<b>(5-0-5)</b>
Practical number theory. Analysis of basic operations, addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures uses in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.			
<b>MAT 1102 Applied Mathematics</b>			<b>(3-0-3)</b>
Practical problems are especially selected to ensure mastery of mathematics principles applied to each vocational trade. Prerequisite: MAT 1101.			
<b>MAT 1104 Trigonometry</b>			<b>(3-0-3)</b>
Trigonometric ratios; solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and cosines; graphs of the trigonometric functions; inverse functions, trigonometric equations. All topics are applied to practical problems. Prerequisite: MAT 1102.			
<b>MAT 1115 Electrical Mathematics</b>			<b>(5-0-5)</b>
An introductory algebra course with trigonometry and vectors needed in alternating current; algebraic operations of addition, subtraction, multiplication and division; use of letters and signs, grouping, factoring; exponents, ratios and proportions, algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction and resolution of vector quantities.			
<b>MAT 1116 Electrical Mathematics</b>			<b>(5-0-5)</b>
A working knowledge of the powers of 10, OHM's law for series and parallel circuits, quadratic equations, Kirchoff's laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115.			
<b>MAT 1120 Basic Mathematics</b>			<b>(3-0-3)</b>
A review of basic principles of functions, decimals, and percentages. Methods of addition, subtraction, multiplication, and division are reinforced for greater learning. The student is introduced to the metric system of measurement and guided through basic problems of conversion.			



	Hours Per Week Lec.	Hours Per Week Lab	Quarter Hours Credit
<b>MAT 1028 Mathematics I</b>			<b>(5-0-5)</b>
Mathematics I is a developmental course designed to provide a program of highly individualized instruction in basic mathematics. The student is introduced to simple arithmetic, basic numbers, decimals and how to read a rule. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.			
<b>MAT 1029 Mathematics II</b>			<b>(5-0-5)</b>
Mathematics II is a continuation of Mathematics I. The student will be introduced to percentages, algebraic functions and basic trigonometry. Individual goals are established for each student and he progresses at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of the students.			
<b>MAT 1123 Machinist Mathematics</b>			<b>(3-0-3)</b>
Introduces the formulas and equations used in computing gear ratios, machine feeds and speeds and indexing problems. Prerequisite: MAT 1101.			
<b>MEC 1010 Machine Shop Practices</b>			<b>(2-6-4)</b>
An introduction to the machine tools dealing primarily with the identification and use of basic hand tools and precision measuring instruments. Elementary layout, procedures and operation of the drill press, the power saw, the metal lathe and the milling machine are introduced in theory and practice.			
<b>MEC 1101 Machine Shop Theory and Practice</b>			<b>(3-12-7)</b>
An introduction to the metal working trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments. Operations on engine lathes, drilling machines, metal cutting saws, milling machines, and bench grinders will also be covered.			
<b>MEC 1101A Machine Shop Theory and Practice I</b>			<b>(1.5-6-3.5)</b>
Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Operations on engine lathes, drilling machines, and milling machines will be covered. Prerequisite: None.			
<b>MEC 1101B Machine Shop Theory and Practice I</b>			<b>(1.5-6-3.5)</b>
A study of theory and practice of elementary layout procedures and processes of lathe, drill press, off hand grinding and milling machines. Prerequisite: MEC 1101A.			
<b>MEC 1102 Machine Shop Theory and Practice II</b>			<b>(3-12-7)</b>
An introduction to the assembly of parts, fits, hand broachs, screw and tap extractors, set-up equipment, inspection tools, guages, buffing and polishing, and surface grinders. Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills and milling machines. Prerequisite: MEC 1101.			
<b>MEC 1102A Machine Shop Theory and Practice II</b>			<b>(1.5-6-3.5)</b>
Instructions in the selection of speeds and feeds, reciprocating and continuous band cut-off saws, and contour band saws. Continued instruction in the use of lathes, drill press, and milling machines. Prerequisite: MEC 1101.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>MEC 1102B Machines Shop Theory and Practice II</b>			<b>(1.5-6-3.5)</b>
An introduction to the assembly of parts, files, hand broochs, screw and tap extractors, set up equipment, inspection tools, gauges, buffing, polishing and surface grinders. Additional processes on the use of lathes and milling machines. Prerequisite: MEC 1102A.			
<b>MEC 1103 Machine Shop Theory and Practice III</b>			<b>(3-12-7)</b>
Advanced work on the engine lathe, turning, boring, and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worn gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height guages, protractors, comparators, etc. Basic exercises will be given on the turret lathe. Prerequisite: MEC 1102.			
<b>MEC 1103A Machine Shop Theory and Practice III</b>			<b>(1.5-6-3.5)</b>
Advanced work on the engine lathe, turning, boring, and threading machines, grinders, milling machine and shaper. Prerequisite: MEC 1102.			
<b>MEC 1103B Machine Shop Theory and Practice III</b>			<b>(1.5-6-3.5)</b>
Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of gears. Prerequisite: MEC 1103A.			
<b>MEC 1104 Machine Shop Theory and Practice IV</b>			<b>(3-12-7)</b>
Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry. Prerequisite: MEC 1103.			
<b>MEC 1104A Machine Shop Theory and Practice IV</b>			<b>(1.5-6-3.5)</b>
Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly, and inspection. Additional processes on the tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Prerequisite: MEC 1103.			
<b>MEC 1104B Machine Shop Theory and Practice IV</b>			<b>(1.5-6-3.5)</b>
Special procedures and operation on the lathe, milling machine, etc. Includes observing safety procedures and establishing good attitudes and work habits. Prerequisite: MEC 1104A.			
<b>MEC 1110 Numerical Control Theory and Practice I</b>			<b>(1-3-2)</b>
An introduction to numerical control. Demonstrations by the instructor of the various pieces of N/C machining and peripheral equipment in the machine shop, pointing out the various controls and operating procedures including safety instructions. Students will program, set up, and operate the various shop N/C equipment while working on projects. Prerequisites: MEC 1101, MAT 1101.			
<b>MEC 1111 Numerical Control Theory and Practice II</b>			<b>(2-6-4)</b>
An advanced course in numerical control. Students will program, set up and operate the various pieces of N/C equipment in the machine shop while working on projects. Prerequisites: MEC 1110.			



	Hours Per Week Lec.	Lab	Quarter Hours Credit
<b>MEC 1119 Applied Metallurgy</b>			<b>(2-3-4)</b>
This course give the student practical theory and practice in the treatment of ferrous and non-ferrous metals. Actual practice of heat treatment is performed on sample materials with emphasis on low and high carbon steels. Testing equipment for verification of correct treatment is used.			
<b>NUT 1106 Nutrition and Menu Planning</b>			<b>(3-0-3)</b>
A study of the principles of nutrition using the basic four food groups, and the application of these principles to the planning of nutritionally adequate diets; other factors influencing menu planning; refrigeration and storage facilities, availability of seasonal foods, equipment and facilities, employee skills, eye appealing food combinations, types of clientele and food service.			
<b>PHY 1101 Applied Science</b>			<b>(3-2-4)</b>
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.			
<b>PHY 1102 Applied Science</b>			<b>(3-2-4)</b>
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.			
<b>PSY 1101 Human Relations</b>			<b>(3-0-3)</b>
A study of a basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.			
<b>RED 1101 Reading Improvement</b>			<b>(2-0-2)</b>
Integrated communications program designed to strengthen reading comprehension, vocabulary, listening skills, and writing skills. Reading laboratory, listening equipment and materials, and individual instruction are utilized.			
<b>WLD 1001 Practical Welding I</b>			<b>(5-20-11)</b>
Practical Welding I is a course of study designed to acquaint the student with the fundamentals of shop safety, shop procedures, tool and welding machine use and care. Study of welding theory, techniques and machines is limited to nomenclature and function as it relates to proper welding knowledge of application and technique. During the course knowledge and skill development will include: welding equipment and tools, oxyacetylene welding, gas welding of various type joints, and selection of proper welding materials used in the gas process. Related instruction develops blueprint reading ability and symbol recognition.			
<b>WLD 1002 Practical Welding II</b>			
Practical Welding II is a continued developmental of basic knowledge and skills essential to the welder. Instruction is designed to acquaint the student with arc welding, MIG welding and TIG welding equipment and processes. Opportunity is provided for skill development in the use of these processes and equipment in applications involving a variety of methods used in joining metals of various types.			
<b>WLD 1101 Basic Gas Welding</b>			<b>(0-3-1)</b>
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods, applicable to mechanical repair work.			



	Hours Per Week Lec.	Week Lab	Quarter Hours Credit
<b>WLD 1112 Mechanical Testing and Inspection</b>			<b>(1-3-2)</b>
The standards methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.			
Prerequisites: WLD 1120, WLD 1121.			
<b>WLD 1121 Arc Welding</b>			<b>(5-15-10)</b>
The operation of AC transformers and DC motor generator ARC welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized through the course in the use of tools and equipment.			
<b>WLD 1123 Inert Gas Welding</b>			<b>(5-12-9)</b>
Introduction and practical operations in the use of inert-gas-shielded arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.			
Prerequisites: WLD 1120, WLD 1121.			
<b>WLD 1124 Pipe Welding</b>			<b>(5-15-10)</b>
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME Code.			
<b>WLD 1125 Certification Practices</b>			<b>(4-6-6)</b>
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.			
Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.			
<b>WLD 1129 Basic Welding</b>			<b>(2-3-3)</b>
Basic characteristics of metals, equipment, its construction and operation are presented by means of audio-visual and other educational media. Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating gas and arc welding equipment. Practice will be given in surface welding; bronze welding, silver-soldering, and flame-cutting and arc welding methods applicable to mechanical repair work.			



		Hours Per Week	Quarter
		Lec. Lab	Hours Credit
<b>WLD 1220</b>	<b>Oxyacetylene Welding and Cutting</b>		<b>(3-9-6)</b>
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical, and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.			

## GUIDED STUDIES

### Technical, General, and Vocational Preparatory

The Guided Studies Program provides an opportunity for students who need to strengthen their basic educational background. Through a flexible series of courses, instruction is provided in small groups to help the student overcome educational deficiencies that would likely prevent the student from succeeding in an associate degree or diploma program. Students are encouraged to explore career opportunities and review their educational plans with a counselor in the Office of Student Affairs while taking these courses.

Guided Studies courses are offered in the areas of reading and vocabulary development, grammar and composition, and mathematics.

Both classroom teaching and programmed instruction techniques are utilized in these courses. Students are assigned to courses depending upon the extent of their deficiencies and the entry requirement of the program of study they wish to pursue. Students may spend from a few hours per week during one quarter up to one full academic year (three quarters) in Guided Studies courses.

Guided Studies courses may be taken only if necessary. On the other hand, a student may enroll, with the approval of his or her advisor, for one or more Guided Studies courses in combination with one or more regular credit courses. Students registering for the first time are expected to schedule courses approved by the Admission Office in cooperation with their faculty advisors. Specific content in each course may vary somewhat with the student's needs and educational objectives.

#### Course Title

CHE	010	Pre-Technical Chemistry	4	0	4
RED	091	Vocabulary and Reading	3	0	3
ENG	094	Basic Grammar and Composition	3	0	3
MAT	091	Developmental Mathematics I	3	0	3

## COURSE DESCRIPTIONS

### CHE 010 Pre-Technical Chemistry (4-0-4)

The study of the fundamental properties of matter, biological compounds and processes, atomic structure, and common chemicals utilized in health sciences.

### ENG 094 Basic Grammar and Composition (3-0-3)

Emphasis is placed on sentence structure, basic mechanics of clear writing, and paragraph development.



	Hours Per Week Lec.	Hours Per Week Lab	Quarter Hours Credit
<b>MAT 091 Developmental Mathematics I</b>			<b>(3-0-3)</b>
Emphasis is placed on mathematical skills required for successful performance in technical and vocational programs, depending upon the student's objective. Through small group instruction and the use of programmed materials students are assisted in strengthening their background to the extent necessary.			
<b>RED 091 Vocabulary and Reading</b>			<b>(3-0-3)</b>
Emphasis is placed on vocabulary and reading skill development. Course content is designed flexibly in accordance with specific reading and vocabulary requirements of the student's educational objectives.			

## CONTINUING EDUCATION

General Information  
 Adult Basic Education  
 Adult High School Education  
 Human Resources Development  
 Public Service  
 Business and Industrial Service  
 Professional Service  
 Community Service  
 Academic  
 Practical Skills  
 Vocational  
 Continuing Education Units  
 Small Business Assistance Center  
 Visiting Artist Program







# CONTINUING EDUCATION

General Information

Adult Basic Education

Adult High School Education

Human Resources Development

Public Service

Business and Industrial Service

Professional Inservice

Community Service

Academic

Practical Skills

Avocational

Continuing Education Units

Small Business Assistance Center

Visiting Artist Program



## **PHILOSOPHY**

Johnston Community College is committed to a comprehensive continuing education program for all citizens in its service area. To fulfill this commitment, the College offers a variety of continuing education activities based on the needs and interests of area citizens. Classes can be formed upon request when only three requirements are met: ten (or more) students must enroll, a qualified instructor must be available, and a suitable location for classes must be acquired.

Through the Continuing Education program, citizens find opportunities to retrain and update themselves for today's job market, develop leadership and civic responsibility, grow in basic knowledge, improve in home and community life, gain knowledge in general education, and develop creativity in the fine arts.

## **GENERAL INFORMATION**

Continuing Education programs are offered where there is community need and interest. Some courses and services, because of great demand, are offered on a continuing basis. Other courses and programs may be initiated by request from groups, the industrial community, or other service organizations. Johnston Community College, in keeping with its commitment to Continuing Education, cooperates with all groups whether public or private, industrial or service, whose goal is the development of Continuing Education for the citizens of Johnston County.

## **ADMISSION**

Any person eighteen years of age or older and not enrolled in high school may be admitted to a Continuing Education class. In extenuating circumstances with petition, a person between the ages of sixteen and eighteen years of age may be admitted to a Continuing Education class.

Prior to the beginning of each quarter, a course schedule is published and made available to potential students upon request. Courses which begin between quarters are announced through local news media.

## **FEES**

A \$30.00 registration fee per course is charged for occupational extension, academic, practical skills and avocational classes offered through the Continuing Education Division. The registration fee for Driver's Education is \$55.00. All fees, when charged, are due and payable at the first class session. Books and supplies are available through the College's bookstore. When classes meet at community centers, the College makes it possible for books to be purchased at the center. Students who are fire department personnel, inmates, law enforcement officers, volunteer rescue squad personnel, citizens 65 years old or older, and the students participating in Adult Basic Education, GED, Adult High School classes, and Human Resources Development are exempt from the registration fee.



## **ATTENDANCE**

Regular attendance and class participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum of 75 percent student attendance in each course is required to receive the Adult High School Diploma and/or the Achievement Certificate.

## **ADULT BASIC EDUCATION**

Adult Basic Education offers persons of all ages above age eighteen the opportunity to develop essential language and arithmetic skills needed by everyone in modern society. The program is designed to help individuals better understand information and make decisions that affect their lives.

Adults with less than eight years of formal education develop reading, writing and mathematical skills in classes taught by experienced adult education teachers. The program is flexibly conducted to meet the individual needs of those who enroll in each class. Much of the material used deals with basic survival skills.

There is no cost to the individual for taking Adult Basic Education. All books and materials are supplied without charge.

Individual and small group instruction is offered in English fundamentals, basic mathematics, health, general science and civics.

The Adult Basic Education program operates year round. Enrollment is open at all times for new students to enter. Classes are scheduled during day and evening hours in convenient locations throughout Johnston County.

Students are encouraged to complete Adult Basic Education and then enter Adult High School Education courses, which are offered at various locations throughout Johnston County.

Successful completion of Adult Basic Education is recognized by award of a certificate of completion from Johnston Community College.

## **ADULT HIGH SCHOOL EDUCATION**

The Adult High School Diploma Program, co-sponsored by Johnston Community College and the Johnston County Board of Education, is designed to meet the needs of those adults who have not completed high school.

Adult High School classes are offered throughout Johnston County, as well as on the College's campus. Emphasis is placed on six major subject areas: English, Math, Science, Social Studies, Consumer Economics, and Human Relations Development. Proficiency in these subjects is measured by standardized educational achievement tests.

Adult High School students who complete course work must attain a passing score on the North Carolina Competency test. Students who satisfactorily complete course work but fail the competency test will be awarded a certificate showing their successful completion of all graduation requirement except the competency test.



Students who successfully complete the program are awarded the Johnston County Adult High School Diploma. This achievement is generally recognized as meeting educational requirements for employment or entrance into programs of higher education.

## **HUMAN RESOURCES DEVELOPMENT**

The Human Resources Development program is designed to help those men and women who lack the knowledge, incentive and/or skills to obtain and hold jobs in modern industry and business.

H.R.D. is a state-funded program directed toward helping the enrollees further their employability through a recognition and knowledge of personal assets and limitations, the effect of behavior on others, and the processes for problem solving.

All prospective students are interviewed and counseled as to their eligibility and their specific educational needs; and if accepted, a program of study is tailored to fit their individual need. Usually this means a blend of programmed Adult Basic Education, Adult High School Education, and Motivation Training.

Upon completion of the H.R.D. program, graduates may be enrolled in other curriculums offered at Johnston Community College, or may enter the local job market.

## **PUBLIC SERVICE PROGRAMS**

### **Law Enforcement Training**

Law Enforcement Training is provided at the request of local law enforcement agencies. Courses are especially designed as inservice and preservice education for those engaged in law enforcement activities. Workshops and courses are offered in many areas such as the following:

BASIC RECRUIT TRAINING  
RADAR TRAINING  
BREATHALYZER OPERATOR'S  
SCHOOL  
CONSTITUTIONAL LAW  
INTRODUCTION TO POLICE  
SCIENCE

SECURITY PERSONNEL TRAINING  
CRIMINAL LAW  
DEFENSIVE TACTICES  
FIREARMS  
DRUGS AND NARCOTICS  
MOTOR VEHICLE LAWS  
FINGERPRINTING

### **Fire Service Training**

Fire Service Training is designed to provide firemen the opportunity to gain technical information and skill in modern fire fighting through a variety of learning experiences and practical problems. Johnston Community College has a modern Fire/Rescue Training Ground on campus which is used extensively with local fire/rescue classes. Twice a year in April and in September Johnston Community College hosts a weekend Fire College on the training ground. Classes are often taken directly to the firemen through



training sessions held in local departments and training fields in the community. Among the courses offered are the following:

INTRODUCTION TO	ROPE PRACTICES
FIREFIGHTING	LADDER PRACTICES
PORTABLE FIRE EXTINGUISHERS	HOSE PRACTICES
FIRE STREAM PRACTICES	RESCUE PRACTICES
FIRE APPARATUS PRACTICES	FORCIBLE ENTRY
FIRE FIGHTING PROCEDURES	ARSON DETECTION
SALVAGE AND OVERHAUL	SCHOOL BUS EVACUATION AND
PRACTICES	FIRE SAFETY
PROTECTIVE BREATHING	FLAMMABLE LIQUIDS
EQUIPMENT	LP GAS
FIRST RESPONDERS	EMERGENCY VEHICLE OPERATION
HAZARDOUS MATERIALS	
INDUSTRIAL FIRE BRIGADE	
EMERGENCY MEDICAL	
TECHNICIAN	
FIRE OFFICER TRAINING	

### **Health Services Education**

Health Education courses are especially designed to improve health care to the public by providing opportunities for individuals engaged in all aspects of health services to update themselves in their profession. Courses are offered in many areas such as the following:

EMERGENCY MEDICAL	UNDERWATER RESCUE RECOVERY
TECHNICIAN (EMT)	FUNERAL SERVICES
CARDIO-PULMONARY	AMBULANCE ATTENDANT
RESUSCITATION (CPR)	EKG AND CORONARY CARE
FIRST AID	RADIATION EMERGENCY
ADVANCED RESCUE PROCEDURES	TRAINING
INDUSTRIAL SAFETY	NURSING REFRESHER
WATER SAFETY	NURSING ASSISTANT TRAINING
DISASTER MANAGEMENT	NURSING ASSISTANT REFRESHER

### **BUSINESS AND INDUSTRIAL SERVICE PROGRAMS**

Johnston Community College sponsors and promotes a number of educational services which contribute to the needs of new, expanding or existing businesses and industries and to the training needs of the people of Johnston County. Classes are designed to fit organizational or individual needs. These programs are aimed at improving available services for placement of workers, and helping workers to adapt to changing demands for skills. Emphasis is placed on upgrading present industrial and business employees and matching job seekers with vacancies.



## **Management Development Training**

Management Development Training Courses are designed for potential and active supervisors who want to prepare for more effective leadership and advancement. Courses are offered at the College campus or in industrial plants. The courses are flexible in terms of content and meeting times. Every effort is made to fit course content to particular industrial or business needs. Emphasis is placed on training individuals in supervisory skills which help reduce worker training time, improve worker safety records, reduce labor turnover, improve product quality, upgrade production records, and improve an industry's image. Among the courses provided are the following:

PRINCIPLES OF SUPERVISION  
TIME & MOTION  
MANAGEMENT  
ABSENTEEISM AND TURNOVER

STRESS MANAGEMENT  
HUMAN RELATIONS  
ART OF MOTIVATING PEOPLE

## **Business Management**

Business Management Courses are planned for individuals employed in wholesale, retail and service occupations. Emphasis is placed on improving customer and job relations, making the best use of advertising, improving individual personality and salesmanship, developing oral communication and training individuals to function more effectively in their respective occupations. Courses and workshops are offered in many subject areas such as the following:

SALES AND PROMOTION  
FINANCIAL MANAGEMENT  
BANKING  
INSURANCE LICENSURE

INCOME TAX  
CUSTOMER SERVICE  
REAL ESTATE  
INVESTMENTS

## **Vocational Inservice Education**

Non-curriculum short courses are planned especially for adults who desire to update themselves in skilled and technical areas. Examples of areas in which courses may be planned are:

WELDING  
ELECTRICAL WIRING  
MASONRY  
AUTOMOTIVE MECHANICS  
SMALL MOTOR REPAIR  
BLUEPRINT READING

CARPENTRY  
AGRICULTURAL TECHNOLOGY  
ELECTRONICS  
SURVEYING  
PLUMBING  
DRAFTING

## **New and Expanding Industry**

The major goal of the New and Expanding Industry Program is to promote the expansion of existing industries and to assist in the training of employees for new industries being established in North Carolina.

This program is a cooperative effort between the State of North Carolina and Johnston Community College.



Upon request from a new or expanding industry, Johnston Community College will provide a training program individualized to meet the firm's specific needs. Approved training programs for new and expanding industries are funded by the State of North Carolina.

## **PROFESSIONAL INSERVICE PROGRAMS**

Professional Inservice Programs include courses in Business Education, and Teacher Education. Courses are offered at the professional and sub-professional levels.

### **Business Education**

Courses in Business Education are planned especially for adults who desire business education for personal or job-related purposes. Among the courses provided by the College are the following:

BEGINNING TYPING	BUSINESS CORRESPONDENCE
BUSINESS ENGLISH	BUSINESS MATH
ABC SHORTHAND	BUSINESS MACHINES
COMPUTER INTRODUCTION	COMPUTER PROGRAMMING

### **Teacher Inservice Education**

Teachers are increasingly seeking opportunities for professional growth through inservice education. The College cooperates with local agencies in providing short courses, workshops, and courses for certificate renewal and professional growth. Courses and workshops are offered in many subject areas such as the following:

ASSERTIVE DISCIPLINE	STRESS MANAGEMENT
RAISING AMERICA'S CHILDREN	SIGN LANGUAGE
SCIENCE FOR YOUNG CHILDREN	EFFECTIVE TEACHER TRAINING
N.C. SCHOOL LAW	CONVERSATIONAL SPANISH I & II
CHILDREN'S MUSIC	LOTUS 1-2-3
DRUGS & ALCOHOL EDUCATION	

## **COMMUNITY SERVICE PROGRAMS**

Johnston Community College sponsors and promotes a number of community services which contribute to the cultural, economic, and civic improvement of the community. Such services may arise from almost every program area. Community service activities include the following:

SEMINARS AND CONFERENCES	FINE ARTS EXHIBITS
SPEAKER AND FORUM SERIES	MUSICAL PROGRAMS
DISCUSSION GROUPS	COMMUNITY STUDIES



## **Academic Extension**

Academic extension courses serve the academic educational needs of adult citizens, including courses in humanities, mathematics and science, and social sciences. Courses are offered in many subject areas such as the following:

MUSIC APPRECIATION

BIBLE

LANGUAGES

MATH

CONSUMER EDUCATION

MARRIAGE AND THE FAMILY

GENEALOGY

LOCAL HISTORY

CREATIVE WRITING

PSYCHOLOGY

SPEED READING

ESTATE PLANNING

## **Practical Skills**

Practical Skills extension courses are designed to provide practical training for persons pursuing additional skills which are not considered their major or primary vocation but may supplement income or may lead to employment. Among the courses provided by the College are the following:

FURNITURE REFINISHING

SPORTS OFFICIATING

PICTURE FRAMING

CHAIR CANING

CLOCK REPAIR

BOOKKEEPING

WOODCARVING

LANDSCAPING

QUILTING

WALLPAPER HANGING

## **Avocational Extension**

Avocational extension courses focus on an individual's personal needs rather than his occupation, profession or employment. Examples of courses provided by the College are the following:

BASKETWEAVING

CERAMICS

INSTRUMENTAL MUSIC

PERSONAL PHOTOGRAPHY

OIL PAINTING

CAKE DECORATING

CALLIGRAPHY

CRAFTS

SELF-DEFENSE

VOCAL MUSIC

FLORAL DESIGN

GUNSMITHING

## **CONTINUING EDUCATION UNITS**

Johnston Community College uses the Continuing Education Unit (CEU) as recognition and documentation for non-credit continuing education activities. The national guidelines for the use of the CEU are applied and emphasis is on the results of education and the assessment of those results.

Continuing Education Units (CEU's) are awarded for non-credit activities or programs which meet appropriate criteria. These CEU activities or programs may include:

- Technical and professional courses

- Inservice training programs

- Courses for certificate or licensing requirements

- Occupational skill upgrading courses



Liberal education programs  
Paraprofessional training programs  
Vocational training programs either inservice or in preparation for job-entry positions

Johnston Community College is responsible for establishing and maintaining a permanent record of all CEU's awarded. The system of recording units for participants is in accordance with the current system of permanent records in use at the College. At the discretion of the College, a separate and parallel system is maintained. These records are available upon request by program participants, their employers or certifying organizations. Information recorded in these permanent records includes:

Name of individual student  
Social security number  
Title of course or program  
Course description and level of instruction  
Starting and ending dates of activity  
Location of activity  
Format of activity  
Number of CEU's awarded  
Student performance evaluation  
Name of instructor  
Cooperating sponsor

Any activity or program subject to CEU credit must be composed of the following criteria: participants, purpose, format, content, duration, teaching staff, course prerequisites and level of instruction. This essential information is maintained in condensed form in the permanent records of the College.

One CEU is awarded for each ten contact hours of instruction included in a specified continuing education program or activity. Therefore, a normal one-week short course usually approximates 30 contact hours of participation and would be awarded 3.0 CEU's. A two-day program seldom involves more than 10 or 12 contact hours and would thus be awarded 1.0 or 1.2 CEU's.

### **SMALL BUSINESS ASSISTANCE CENTER**

The Small Business Assistance Center was created to deliver technical and managerial assistance to small business owners and prospective owners by providing: (1) information, (2) education and training, (3) counseling and referral, (4) and other technical/managerial assistance as appropriate.

The Small Business Assistance Center provides resources to entrepreneurs and other small businesses for upgrading knowledge and skills, keeping abreast of changing technology and business practices, improving profit advantage in risk taking, and evaluating goals and directions of businesses. Special attention is given to the critical areas of capital formation and prevention of business failures. Workshops and seminars are offered in areas of interest such as the following:

**SMALL BUSINESS TAX EDUCATION**



HOW TO START YOUR OWN SMALL BUSINESS  
MANAGING CASH FLOW  
BUSINESS IMAGE AND TELEPHONE PROFESSIONALISM  
SUCCESSFUL CUSTOMER RELATIONS  
HOW TO WRITE A BUSINESS PLAN  
CONTACT: MAKING POSITIVE FIRST IMPRESSIONS  
DEALING WITH DIFFICULT PEOPLE  
MARKETING YOUR BUSINESS

### **VISITING ARTIST PROGRAM**

The Visiting Artist Program, co-sponsored by the North Carolina Arts Council and the North Carolina Department of Community Colleges, places individual artists in a one-year or a two-year residency in a community college within the North Carolina Community College System. The purpose of this program is to deepen the appreciation and cultivation of the arts within the communities served by the state's community colleges. This program enables individual artists to share their talents, skills and knowledge with the local communities through programs/performances presented in the public schools and churches or in cooperation with local civic, cultural or theatre groups.



# COLLEGE PERSONNEL

- Trustees
- Board of Education
- Commissioners
- Administration
- Faculty and Staff



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FACULTY & STAFF**

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Catherine B. Bunn.....*Dean of Student Affairs*  
David H. Creech.....*Dean of Continuing Education*  
Louise H. Wall.....*Business Manager*



## FACULTY AND STAFF

- BRENDA S. ABBOTT ..... *Business*  
 B.S., University of North Carolina at Greensboro; M.Ed., East Carolina University.
- BECKY E. ADAMS ..... *Business*  
 B.S., Campbell University; M.Ed., East Carolina University.
- SUSAN M. ADAMS ..... *Mathematics*  
 B.S., M.Ed., North Carolina State University.
- KIMBERLY S. ALLEN.....*Secretary*  
 A.A.S., Johnston Community College.
- LARRY ANDERSON..... *Truck Driver Training*
- HOWARD ANDREW ..... *Truck Driver Training*  
 A.B., Elon College
- JEAN E. ARCHIBALD..... *Receptionist, Duplicating Room Operator*  
 Johnston Technical College
- EARL J. AYCOCK, JR ..... *Quantity Cooking and Baking*  
 North Carolina Army National Guard Food Service School; Additional study, Mount Olive College.
- DENNIS H. BAILEY ..... *Welding*  
 B.S., North Carolina State University; Additional study, VPI at Blacksburg, Virginia, and North Carolina State University; Hobart School of Welding.
- PAUL BAILEY..... *Truck Driver Training*
- THOMAS BAGLEY..... *Custodian*
- BARBARA A. BAKER.....*Maid*
- JAMES L. BAKER ..... *Assistant Bookstore Manager*  
 A.A.S., Johnston Community College
- ANN D. BARBOUR.....*Faculty Secretary*  
 A.A.S., Johnston Community College.
- LINDA BARBOUR..... *Nursing Education Options*  
 Diploma, Wilson Memorial Hospital School of Nursing; B.S.N., University of North Carolina at Chapel Hill.
- JAMES E. BARNES ..... *Prevocational Orientation*  
 B.S., North Carolina A & T.
- WILLIAM B. BARNES ..... *Retail Floriculture*  
 MacFarlane School of Floristry; Additional study, North Carolina State University, Wayne Community College.
- JAMES M. BAGGETT ..... *Grounds*
- PEGGY BATTEN ..... *Mathematics*  
 B.S., Atlantic Christian College; M.S., North Carolina State University.
- PHILLIP M. BEAUMONT..... *Greenhouse & Grounds Maintenance*  
 A.A.S., Sandhills Community College. Additional studies, North Carolina State University. NC Pesticide Applicator's License; NC Certified Plantsman.
- EUGENE BENTON ..... *Custodian*
- ALTON B. BIZZELL ..... *Industrial Management*  
 B.S., North Carolina State University; M.A., Central Michigan University.
- MARY DIANE BISSETT ..... *Business*  
 B.A., Texas Lutheran College; Certified Public Accountant.



- DANNY BLACKMAN ..... *Digital Electronic Repair*  
B.S., DeVry Institute of Technology.
- CAROLYN BLUE ..... *Compensatory Education*  
Central Carolina Community College.
- DEBORAH C. BOBBITT ..... *Nursing Education Options*  
B.S.N., Atlantic Christian College; additional study, East Carolina University.
- NICHOLAS D. BOONE ..... *Air Conditioning, Heating and Refrigeration*  
Lindsey Cooper Refrigeration School, Inc., Irving, TX; N.C. State Board of Refrigeration Examiners.
- KAREN S. BORSOS ..... *Commercial Art and Advertising Design*  
B.S., Atlantic Christian College; Additional study, University of Wisconsin, Milwaukee, Carroll College, and North Carolina State University.
- EDWARD BOWLING ..... *Chairman, Electronics Engineering Technology*  
B.S.E.E., North Carolina State University.
- BETTY T. BRASWELL ..... *Secretary to Dean of Vocational Education*  
A.A.S., Johnston Community College.
- GRANGER L. BROCK ..... *Maintenance Supervisor*
- SHERMAN BRYANT ..... *Truck Driving Training*  
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# JOHNSTON COMMUNITY COLLEGE

## The Open Door

The only valid philosophy for North Carolina is the philosophy of total education; a belief in the incomparable worth of all human beings, whose claims upon the state are equal before the law and equal before the bar of public opinion; whose talents, (however great or however limited or however different from the traditional), the state needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina's system of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school, but have a mind to do it, then we will offer them a high school education at a time and place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the marketplaces of our state, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which enable them to go on to the University or to senior college and on into life in numbers unheard of before in North Carolina. If their needs are for cultural advancement, intellectual growth or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our own times and help them on to maturity.

W.D. Herring, For Chairman  
State Board of Education  
1964





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